

# Course : Word, advanced features

optional remote TOSA® certification

Practical course - 2d - 14h00 - Ref. WTO

Price : 760 € E.T.



This course introduces you to Word's advanced features for creating complex documents. In particular, you'll learn how to manage long documents, publish, create forms and macro commands...

## Teaching objectives

At the end of the training, the participant will be able to:

- ✓ Creating complex presentations and enriching content
- ✓ Designing long, structured documents
- ✓ Mastering direct mail
- ✓ Create and manage links between Word and other MS applications. Office
- ✓ Use field codes and create simple macro commands

## Intended audience

Anyone wishing to improve their Word skills and discover its advanced functions.

## Prerequisites

Good knowledge of Word or knowledge equivalent to that provided by the Word 2016/2013/2010, perfectionnement (PAF) course.

## Practical details

### Hands-on work

Theoretical input, exchanges, experience sharing, demonstrations, tutorials and case studies to train you throughout the course.

### Teaching methods

Active pedagogy based on discussion, practical case studies, practice exercises for the optional TOSA® certification and assessment of acquired skills throughout the course.

## Course schedule

### PARTICIPANTS

Anyone wishing to improve their Word skills and discover its advanced functions.

### PREREQUISITES

Good knowledge of Word or knowledge equivalent to that provided by the Word 2016/2013/2010, perfectionnement (PAF) course.

### TRAINER QUALIFICATIONS

The experts leading the training are specialists in the covered subjects. They have been approved by our instructional teams for both their professional knowledge and their teaching ability, for each course they teach. They have at least five to ten years of experience in their field and hold (or have held) decision-making positions in companies.

### ASSESSMENT TERMS

The trainer evaluates each participant's academic progress throughout the training using multiple choice, scenarios, hands-on work and more.

Participants also complete a placement test before and after the course to measure the skills they've developed.

## 1 Designing a document

- Use characters with advanced settings and concatenations.
- Define numbered lists and bullets.
- Layout and print a document with several sections.
- Integrate a table, modify its properties and perform calculations.
- Create SmartArt, watermarks, images and manage object wrapping.
- Structure a document with complex section breaks.

### Hands-on work

Work on long documents, with objects and multiple sections.

## 2 Structuring a long document

- Use special numbering and custom lists.
- Insert summaries and tables of contents.
- Manage styles and use multicoloring.
- Enhance and use QuickParts, the organizer and templates.
- Organize master and sub-documents.
- Insert references.
- Set correction, "search" and "translation" functions.

### Hands-on work

Create templates, a QuickPart, a master document with insertion of sub-documents, notes, quotations and captions.

## 3 Using Word interoperability

- Convert a Word document.
- Insert a table linked to Excel.
- Master data transfer and export: PDF, Web, email...
- Create PowerPoint plans from Word.

### Hands-on work

Create a PowerPoint with a Word outline.

## 4 Designing a form

- Define generic text and fill-in fields.
- Insert drop-down lists and checkboxes.
- Protect forms and shared documents and track modifications.

### Hands-on work

Create forms.

## 5 Mastering direct mail and its links

- Create an envelope or address label.
- Insert fields and prepare labels.
- Add, sort and modify a list of recipients.
- Select records for printing.
- Create conditional text, rules and queries.
- Control a variable-zone document.

### Hands-on work

Create forms and link with Excel.

### TEACHING AIDS AND TECHNICAL RESOURCES

- The main teaching aids and instructional methods used in the training are audiovisual aids, documentation and course material, hands-on application exercises and corrected exercises for practical training courses, case studies and coverage of real cases for training seminars.
- At the end of each course or seminar, ORSYS provides participants with a course evaluation questionnaire that is analysed by our instructional teams.
- A check-in sheet for each half-day of attendance is provided at the end of the training, along with a course completion certificate if the trainee attended the entire session.

### TERMS AND DEADLINES

Registration must be completed 24 hours before the start of the training.

### ACCESSIBILITY FOR PEOPLE WITH DISABILITIES

Do you need special accessibility accommodations? Contact Mrs. Fosse, Disability Manager, at [psh-accueil@orsys.fr](mailto:psh-accueil@orsys.fr) to review your request and its feasibility.

## 6 Use codes and automate tasks

- Insert field codes, text boxes and hyperlinks.
- Digitally sign a document.
- Save, update and delete a macro.
- Master document statistics and properties.
- Manage file versions.

### Hands-on work

Manipulate field codes, text zones, hyperlinks and macros.

## Options

### Certification : 80€ HT

TOSA® certification certifies the learner's skills on a 1,000-point scale for a period of 3 years. The TOSA® diploma is sent out if the learner's score exceeds 351 points. Once the exam has been completed, the learner can consult his or her results on-line, and receives a certificate by e-mail, together with a detailed report on his or her skills and diploma within 5 days. The exam lasts 1 H 00 and consists of 35 exercises alternating between manipulations on the software and multiple-choice questions, the difficulty of which varies according to the learner's answers. Without specific request, it is given by default in French and on the most recent software version. The course is monitored by software and recorded for compliance control purposes.

## Dates and locations

### REMOTE CLASS

2026 : 18 June, 24 Sep.

### PARIS LA DÉFENSE

2026 : 18 June, 24 Sep.