Course : Pages, create professional-quality documents on the Mac

Mastering the design and formatting of your writing
Practical course - 2d - 14h00 - Ref. MOJ
Price : 760 € E.T.

In this training course, you'll immerse yourself in the world of Pages on the Mac and learn how to create powerful professional documents. You'll explore Pages to master all its features, and develop your skills to design polished, high-quality documents ready for sharing or printing.

Teaching objectives

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

- Create and format documents
- Master the interface and functions of the Pages word processor
- Organizing and structuring document content
- Integrate images, media and visual elements
- Manage document layout and printing

Intended audience

Anyone wishing to create and format professional documents with Pages - macOS.

Prerequisites

Connaissance de l'environnement macOS.

Practical details

Hands-on work

Discussions, practical exercises and training to prepare you for word processing with Pages - macOS.

Course schedule

PARTICIPANTS

Anyone wishing to create and format professional documents with Pages - macOS.

PREREQUISITES

Connaissance de l'environnement macOS.

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. Introducing Pages

- Introduction to the Pages interface and features.
- Work environment configuration.
- Document management: create, open and save documents.

Hands-on work
Explore the interface, prepare and create your first document.

2. Text input and formatting

- Enter text and use editing tools.
- Manage character and paragraph formatting.
- Use styles for consistent formatting.
- Insert special characters and symbols.

Hands-on work
Use various editing tools.

3. Content organization and structuring

- Use headings and subheadings to structure the document.
- Create and manage bulleted and numbered lists.
- Insert table of contents for easy navigation.

Hands-on work
Use lists, edit text and insert a table of contents.

4. Image and media management

- Insert images and graphics in the document.
- Change image size, positioning and text.
- Add captions and descriptions to images.
- Integration of video and audio in the document.

Hands-on work
Inserting images and objects into your document

5. Table and graph creation

- Create and format tables to organize data.
- Use formulas and functions in tables.
- Create graphs to visualize data.

Hands-on work
Create tables and graphs.

6. Layout and printing

- Management of margins, headers and footers.
- Page numbering and insertion of section breaks.
- Print preview and print option settings.

Hands-on work
Layout the document and prepare it for printing.