

# Course : Word, advanced

optional ENI RS6692 certification

*Practical course - 2d - 14h00 - Ref. PAF*

*Price : 890 CHF E.T.*

★★★★☆ 4,7 / 5

Word's advanced functions enable you to create elaborate documents. In this training course, you'll learn how to manage long documents and integrate external data from the Office Pack.

## Teaching objectives

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

- ✓ Use Word templates, styles and tables to enrich content and presentation
- ✓ Automate text insertions and corrections to improve productivity
- ✓ Enrich and structure long documents (notes, cross-references, title numbering, table of contents)
- ✓ Create forms to simplify data entry
- ✓ Use direct mail to create standard letters or labels
- ✓ Manage and compare Word document versions

## Intended audience

Word users who want to improve the presentation of their documents and master the advanced features of this word processor.

## Prerequisites

Good knowledge of Word (version 2010, 2013 or 2016) or knowledge equivalent to that provided by the course "Word, prendre en main les fonctions les plus utiles" (Ref. PUF).

## Practical details

### Hands-on work

Discussions, practical exercises and training to prepare you for the TOSA® certification, if you have taken it as an option.

### Teaching methods

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

## Course schedule

### PARTICIPANTS

Word users who want to improve the presentation of their documents and master the advanced features of this word processor.

### PREREQUISITES

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### 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 Advanced page layout, templates, styles

- Create and customize styles.
- Manage paragraph, tab and border formats.
- Page numbering.
- Save the document as a template.

### Exercise

Create and apply styles, layout and save template.

## 2 Automatic insertions and correction tools

- Create and use automatic insertions.
- Customize the QuickPart space.
- Auto-correct.

### Exercise

Create automatic inserts, manage QuickPart content.

## 3 Tables and external objects

- Integrate a table and apply a style.
- Insert rows/columns, split and merge.
- Align: column width, row height.
- Integrate SmartArt, watermarks and images.

### Exercise

Manipulate a table and its contents. Insert an image and customize skin options.

## 4 Designing long, structured documents

- Structure a document with complex section breaks.
- Insert headers, footers and footnotes.
- Use captions, bookmarks and cross-references.

### Exercise

Insert section breaks. Create headers, footers, bookmarks and cross-references.

## 5 Map and table of contents mode

- Working in plan mode.
- Define title hierarchy levels.
- Apply hierarchical numbering.
- Insert a table of contents and illustrations.

### Exercise

Structure a document in outline mode and number headings. Insert a table of contents.

### 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 Form design

- Define generic text and fill-in fields.
- Insert drop-down lists and checkboxes.
- Protect a form.

### Exercise

Create and protect forms.

## 7 Mailings and labels

- Create merge fields for letters, envelopes or labels.
- Insert keywords in the document.
- Merge settings. Merge to printer.

### Exercise

Create a standard letter, insert fields. Print labels.

## 8 Review and share documents

- Enable track changes.
- Compare two versions of documents.
- Lock tracking with password.
- Save documents in PDF and XPS formats.
- Share files.

### Exercise

Review and track document modifications.

## Options

### Certification : 60€ HT

ENI "Word Processing" certification is offered as an option when you register for this course. The assessment, accessible online 24 hours a day, is timed (1 hour) and consists of practical cases as well as multiple choice and single choice questions (MCQs/QCUs). The practical cases, which simulate a realistic work environment, carry five times more weight than a MCQ/QCU. The final score, out of 1000 points, determines the level reached: operational (500 to 700 points) or advanced (701 to 1000 points). Certification is validated from 500 points and attests to mastery of Word functionalities. Results are available immediately after the test, and the certificate is sent by e-mail. This certification is registered under number RS6692 with the Répertoire Spécifique de France Compétences.

## Dates and locations

### REMOTE CLASS

2026 : 27 Apr., 21 May, 22 June, 7 Sep., 26 Oct.,  
26 Nov., 17 Dec.