

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

**Mastering the design and formatting of your writing**

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

**Price : 890 CHF 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.

## 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 to review your request and its feasibility.