

SYLLABUS

MASTER IN OFFICE



Word Processing
(Microsoft Word)



GLOBALCERT

ΦΟΡΕΑΣ ΠΙΣΤΟΠΟΙΗΣΗΣ ΑΝΘΡΩΠΙΝΟΥ ΔΥΝΑΜΙΚΟΥ

Word Processing (Microsoft Word)

CHAPTER 1

Advanced Editing Techniques and Task Automation

Section 1 **Text**

Advanced Text Processing Techniques

Editing Text

Text Autocorrection

Section 2 **Paragraphs**

Editing Paragraphs

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Paragraph Shading Options

Paragraph shading example with a pattern

Working with Character or paragraph Styles

Create New Style

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Section 3 **Templates**

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CHAPTER 2

Applying Technical Desktop Versions

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Handling Images and graphics

Modifying Image

Use Design Options

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Design of AutoShapes

Text Wrapping

Arranging Objects

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Using WordArt

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Modify object properties

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Section 2 **Sections and Layout**

Sections and page layout

Sections and document layout

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Headers and Footers

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Ομαδική εργασία στο Word

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Advanced Mail Merge Techniques

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Working with Macros

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Document protection

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Print Preparation

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