



Word Templates and Form fields

Templates save you a lot of time. We show you how you can create a nice template for yourself or, even better, for your team. In addition, we will show you how you can use the Word form fields to create online-forms.

Course objective: You learn how to create templates meeting corporate design

Prerequisites: Good Word knowledge like you would learn in the Word tips and tricks course.

Length: 3.5 hours

Topics:

- Working with tables
 - Create and delete a table
 - Insert columns and rows
 - Table formats
- Document templates
 - How to create and save them
 - Different Header and Footer
 - Sections
- Styles
- Form fields
 - Text fields, drop down fields and more
 - Protect your form
- AutoText
- AutoCorrection