

TECHNICAL DOCUMENTATION WITH MICROSOFT WORD

WORKSHOP



Word training for technical writers and their editing colleagues. It conveys information on how to use format templates and standardisations.

- Individual guide as course material
- KERN AG certificate as proof of attendance

MS Word remains an indispensable tool for technical documentation. Working effectively with MS Word is therefore a basic requirement for employees involved in document management. However, it often seems as though MS Word only provides limited support for the specific requirements of technical documentation. Sometimes authors spend more time getting to grips with the software than creating texts. Guidelines, templates or format templates offer a remedy here and make daily work easier.

TECHNICAL DOCUMENTATION WITH MICROSOFT WORD

In this in-house workshop, we will work together to identify your problem areas with MS Word and develop suitable solutions. The aim of this workshop is to optimise the creation, editing and publication process for your documents based on MS Word.

CONTENT

- A look at the most important Word functions
- Document templates:
 - Rules for application
 - Avoiding unwanted side effects
- How a template works: what are processable documents?
- Page layout: special features in MS Word
- Headers/footers and section breaks – a disastrous combination
- Style sheets in MS Word: how they make your life easier
- Structure of documents using headings
- Numbering in Word – (not) a challenge
- Illustrations: how to keep them in the desired position
- Tables:
 - How are tables from MS Word captured and saved?
 - Format tables appropriately
- Special Word objects – automate documents
- Rapid construction blocks
- Customise ribbon

TARGET GROUP

The "Technical documentation with Microsoft Word" workshop is aimed at:

- Groups of people who need to work professionally and systematically with this tool
- Technical documentation staff, design engineers, administrators

RESULT

This workshop will enable you to plan technical documentation with functional units and implement it using MS Word. As a great help, after the workshop you will receive a guide that is specially tailored to your requirements. He should be able to assist you quickly with any questions you may have afterwards. It is also possible to provide you with a master document¹.

Contact for advice and bookings:

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¹ The costs for creating the master document will be provided to you in the quotation. For a maximum of 10 participants, including guidelines tailored to your individual requirements. Issuing a certificate of attendance

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