

# Microsoft Word – In Practice

Course code: MSWD2

Complete this course and get 90 days access to practice in e-learning version for free. You can choose the e-learning course in Czech, Slovak or English. This course is designed for users, who work with Microsoft Word on basic level. They will learn the basics of typography and will be able to effectively create, edit, format and print usual documents. This course is suitable for users of every version of Microsoft Office products. Word is a well-matured application and control of its interface has not changed significantly since the 2007 version. There will be latest Word version installed in the classroom.

| Affiliate  | Duration | Course price | ITB |
|------------|----------|--------------|-----|
| Praha      | 2        | 4 800 Kč     | 0   |
| Brno       | 2        | 4 800 Kč     | 0   |
| Bratislava | 2        | 200 €        | 0   |

The prices are without VAT.

## Course terms

| Date                                                                                           | Duration | Course price | Type     | Course language | Location         |
|------------------------------------------------------------------------------------------------|----------|--------------|----------|-----------------|------------------|
|  11.12.2025   | 2        | 4 800 Kč     | Presence | CZ/SK           | GOPAS Praha      |
| 22.01.2026                                                                                     | 2        | 200 €        | Online   | CZ/SK           | Online           |
| 05.02.2026                                                                                     | 2        | 4 800 Kč     | Presence | CZ/SK           | GOPAS Praha      |
| 03.03.2026                                                                                     | 2        | 4 800 Kč     | Presence | CZ/SK           | GOPAS Brno       |
| 12.03.2026                                                                                     | 2        | 200 €        | Presence | CZ/SK           | GOPAS Bratislava |
| 14.04.2026                                                                                     | 2        | 4 800 Kč     | Presence | CZ/SK           | GOPAS Praha      |
| 06.05.2026                                                                                     | 2        | 200 €        | Online   | CZ/SK           | Online           |
| 19.05.2026                                                                                     | 2        | 4 800 Kč     | Presence | CZ/SK           | GOPAS Brno       |
| 18.06.2026                                                                                     | 2        | 4 800 Kč     | Presence | CZ/SK           | GOPAS Praha      |
|  15.07.2026 | 2        | 200 €        | Presence | CZ/SK           | GOPAS Bratislava |

The prices are without VAT.

## Who is the course for

This course is assigned for users, who already work with Microsoft Word on basic level.

## What we teach you

Students will learn the basics of typography and will be able to effectively employ the possibilities of Microsoft Word.

## Required skills

Microsoft Word - elementary level

## Course Outline

Working with files and document windows

Styles

- Recognition, editing and creating a style
- Headings

Document templates

### GOPAS Praha

Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

### GOPAS Brno

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

### GOPAS Bratislava

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved

# Microsoft Word – In Practice

- Template properties, choosing and preparation of a template
- Working with Organizer

## Creation of tables and working with tables

- Inserting and designing a table, editing a table
- Calculations within tables
- Conversion table - text
- Sorting data in tables

## Managing long documents

- Text flow
- Find and Replace, Go To
- Hyphenation
- Revision of document
- Document sections
- Columns
- Header and footer
- Initial
- Multilevel numbering

## Viewing of a document

## Document content

- Using heading styles when creating content

### **GOPAS Praha**

Kodaňská 1441/46  
101 00 Praha 10  
Tel.: +420 234 064 900-3  
[info@gopas.cz](mailto:info@gopas.cz)

### **GOPAS Brno**

Nové sady 996/25  
602 00 Brno  
Tel.: +420 542 422 111  
[info@gopas.cz](mailto:info@gopas.cz)

### **GOPAS Bratislava**

Dr. Vladimíra Clementisa 10  
Bratislava, 821 02  
Tel.: +421 248 282 701-2  
[info@gopas.sk](mailto:info@gopas.sk)



Copyright © 2020 GOPAS, a.s.,  
All rights reserved