

Microsoft Word 2003 Intermediate A One Day Training Course

Course Aims:

This course is designed to give existing Word users additional skills and knowledge. Participants will gain a good understanding of document layout and formatting, graphics and mail-merge.

Course Outline:

Review

- What is a paragraph in Word?
- Selection techniques
- Tables

Useful Tools

- AutoCorrect, AutoText and AutoFormatting
- Browse
- Go To
- Find and Replace

Columns

- Creating and Formatting Columns

Sections and Breaks

- Creating Sections
- Printing Pages In Documents With Sections
- Page Breaks

Document Formatting and Page Layout

- Setting Page Margins
- Default Page Settings for New Documents
- Setting Paper Size and Orientation

Headers and Footers

- Inserting and Formatting Headers or Footers
- Different First Page Header or Footer
- Creating Different Headers and Footers (sections)

Page Numbering

- Using the Insert Menu
- Using the Header and Footer Toolbar
- Deleting Page Numbering

Pictures and Objects

- Inserting ClipArt
- Inserting Pictures
- Understanding Pictures and Objects
- Word Art

Textboxes and AutoShapes

- Text Boxes and AutoShapes
- Curved Lines, Freeform Lines

Formatting Pictures and Objects

Mail Merge

- Step 1 - Create the Main Document
- Step 2 - Create or Open the Data Source
- Step 3 - Edit the Main document
- Step 4 - Merge the Main Document with the Data Source
- Editing The Data Source
- Using the Data Form
- Mail Merge Main Document Options
- Form Letters
- Envelopes and Mailing Labels
- Catalog

Tabs

- Setting and Editing tab stops
- Setting Leader Character Tabs

Outline Numbering

- Apply and format Outline Numbering

Basic Templates

- Creating New Templates
- Modifying Existing Templates
- Creating a Template From an Existing File

Sorting – Text and Tables

- Sorting Data in Tables and Paragraphs

Customising Toolbars and Menus

- To Move/Relocate a Toolbar
- To Add/Remove Toolbar Buttons
- To Create a New Toolbar

Essential Keyboard commands

Target Audience:

Anyone who has been using Word for some time and who now wishes to get greater productivity from the software.

Assumed Knowledge:

Participants on this course should have a good working knowledge of Word gained from prior attendance on a **Word Level 1** course or from a user environment. An understanding of word processing requirements from their work place would be beneficial and would help the trainer tailor the course accordingly.