

Word 2003

Intermediate

Course Description

This practical hands-on course is designed for experienced users of Word. The course builds on existing documents covering the aspects to improve user productivity in formatting and managing the layout of multiple-paged documents. The techniques used would apply to most types of documents – letters, faxes, minutes, newsletters and reports.

Paragraph Numbering

- Working with Numbered lists
- Removing numbers
- Rearranging numbered items
- Skip Numbering
- Customising the number format

Tables

- Creating a Table
- Navigating a Table
- Entering Text into a Table
- Inserting a Blank Line
- Using Table AutoFormat
- Hiding and Showing Gridlines
- Using the Draw Table Button
- Convert Existing Text into a Table

Editing Tables

- Selecting Table Components
- Selecting the Entire Table
- Insert Rows / Columns in a Table
- Merging Cells
- Rotate Text in a Table
- Change Column Width/Row Height
- Aligning Table Text
- Distribute Rows / Columns Evenly
- Splitting Cells
- Deleting Columns and Rows
- Setting Table Properties
- Converting a Table into Text
- Adding Borders and shading

Formulas In Tables

- Create a Formula in a Table Cell
- Use a Function in a Formula
- Formatting the Formula Results
- Display Field Codes in a Table
- Recalculating Formulas in a Table

Sorting Information

- Sorting lists
- Sorting blocks of paragraphs

Document Layout

- Section Breaks
- Adding and working with Section Breaks
- Changing Vertical alignment
- Changing page orientation
- Headers and Footers
- Page Numbers
- Linking/Unlinking headers and footers
- First Page Headers
- Setting the Starting page number

Inserting Graphics

- Inserting a Clip Art Image
- Inserting a Picture
- Formatting Pictures
- Creating WordArt Objects
- Formatting WordArt Objects
- Using Advanced Layout Options
- Creating Watermarks

Columns

- Creating Newspaper Columns
- Navigating Columns
- Change the Number of Columns
- Change Column Width & Spacing
- Vertical Line between Columns
- Balancing Column Length

Drawing Objects

- Creating a Drawing Object
- Drawing a Line
- Select Filled and Unfilled Objects
- Format Lines
- Change/Remove the Fill Colour
- Moving an Object
- Resizing an Object
- Adding a 3-D Effect
- Layering Text and Objects
- Deleting Objects

Duration:

2-Day

Audience:

This course is designed for experienced users of Word who wish to improve their productivity with the more advanced features of Word.

Pre-requisites:

Participants must have completed or have equivalent working knowledge of the content covered in the Word Introduction level course.

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support

Mail Merge

- Working with Mail Merge
- Starting Mail Merge
- Identifying the Start Document
- Creating a Data Source
- Adding Fields to a Data Source
- Remove Data Source Fields
- Rearranging Data Source Fields
- Saving a Data Source
- Data File
- Adding Records to a Data file
- Setting View Options
- Inserting Merge Fields into a Document
- Previewing Merged Data
- Merging to a New Document
- Sorting Records to be Merged
- Merging to the Printer

Mailing Labels

- Using Mailing Labels
- Creating Mailing Labels
- Attaching a Label Data Source
- Selecting Label Options
- Inserting Label Merge Fields
- Merging Labels to a New Document
- Creating a Directory
- Merging with Alternate Data

Templates and Wizards

- Selecting an Existing Template
- Creating a Template
- Modifying a Template
- Deleting a Template
- Using Wizards
- Creating a Memo
- Creating a Fax

Using Styles

- Applying a Paragraph Style
- Creating a Paragraph Style
- Editing an Existing Style
- Deleting a Style

Outline View

- Creating an Outline
- Working in Outline View
- Collapsing/Expanding Outline Items
- Displaying Outline Heading Levels
- Moving an Outline Item
- Numbering the Outline Levels
- Displaying/Hiding Outline Text Formats

Forms

- Creating a Form
- Text Form Fields
- Check Box Form Fields
- Drop-Down Form Fields
- Calculations in a Form Field
- Creating Help Messages
- Protecting a Form
- Saving a Form as a Template
- Un-protecting a Form Template
- Creating Forms from a Template
- Printing a Form
- Deleting a Form Template

HTML in Word

- Saving Files in the HTML format
- Using Hyperlinks
- Linking to another page
- Linking to a specific location
- Editing a Hyperlink