

Word 2003 Intermediate

One Day Course

Skills Acquired

- After completing this course, students will know how to:
- Create and format sections in a document, create multiple columns, and sort text in columns.
- Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table.
- Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data.
- Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails.
- Create specialized headers and footers for the first page, odd and even pages, and sections, and use the page numbering feature.
- Print single labels and envelopes.
- Add graphics and objects by inserting files, Clip Art, WordArt, symbols, and drawn objects, and change the document appearance by using background colours and fill effects, watermarks, and themes.

- Use and create templates, view and edit document properties, modify template fields, and protect templates.
- Manage document revisions by tracking changes while editing, using the Compare and Merge features, working with comments, and saving different versions of a document.

Includes

Extensive workshop manual containing course notes and exercises.

What you will learn

Working with sections and columns

Creating and formatting sections
Working with multiple columns
Working with text in columns

Formatting tables

Table formatting basics
Borders and shading
Table AutoFormat
Drawing tables

Working with Excel data

Importing data and creating charts
Performing calculations in tables
Linking and embedding data

Working with styles

Creating styles
Modifying and deleting styles
Navigating in large documents

Headers and footers

Different headers and footers
Page numbering

Printing labels and envelopes

Labels and envelopes

Working with graphics and objects

Working with graphics and clip art
Inserting WordArt and symbols
Customizing the background
Using drawing tools

Document templates

Template basics
Creating templates

Managing document revisions

Tracking changes in a document
Working with comments
Comparing document versions

Prerequisites

Word 2002 Introduction