



MS Word 2003 Intermediate

One Day Training Course

Course Aims:

This intensive course is designed to give existing Word 2003 users additional skills and knowledge on using the many features and functions of this software to make them more efficient and effective when word processing with Word 2003. This entirely 'hands on' course will give participants a good understanding of text production, including document layout and formatting, fields and mail merge.

Course Outline:

Toolbars

- Displaying "Hidden" Toolbars
- Floating and Docking Toolbars
- Customising Toolbars
- Creating a Toolbar

Advanced Tables

- Drawing a Table
- Merging and Splitting Cells
- Horizontal and Vertical Text Alignment
- Using the Shortcut Menu

Borders and Shading

- Adding and Removing Borders and Shading
- Page Borders

Tabs

- Setting tabs
- Moving and deleting tabs
- Dot leader tabs

Section and Document Formatting

- Creating a New Section
- Controlling Headers and Footers
- Creating and formatting Columns

Mail Merge

- Creating a Main Document
- Creating a Data Document
- Completing the Main Document
- Editing the Data Document
- Printing Mail Merge Documents

Styles and Working with Long Documents

- Using the Task Pane for Styles
- Modifying Styles
- Creating New Styles
- Replacing Style definitions
- Using the Organiser
- Moving around a large document
- Using Outline View

Managing Documents

- Using the Reviewing Toolbar
- Using Comments in Documents
- Saving as Versions

Target Audience:

Anyone who has been using Word 2003 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 the Word 2003 command set gained from prior attendance on a "Word 2003 Essentials" course or from a user environment. An understanding of word processing requirements from their work place would be beneficial.