

Training Course Specification

Course: Microsoft Word 2003 Level 2; Intermediate

Duration: One-Day

COURSE OBJECTIVES: Review documents using Spell Check and Thesaurus.
Insert and edit Autotext and AutoCorrect entries.
Use Comments.
Make long documents easier to work with.
Use Drawing and Picture Tools to enhance documents.
Work with Tables and Columns.

WHO SHOULD ATTEND: Microsoft Word 2003 combines a powerful word processing application with the user-friendly atmosphere of Windows 2000. Training participants will learn to use Online Help and format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems: Windows 2000 or above

COURSE CONTENT

1: Reviewing Documents

Creating and Editing Documents
Correcting Documents
Performing a Spelling and Grammar Check
Using the Thesaurus
Using Autocorrect Options
Setting and Deleting AutoCorrect Exceptions
Hyphenating Documents and use Special Hyphens
Creating and inserting AutoText Entries
Deleting AutoText Entries
Creating Outlines
Typing Outline Lists
Assigning and Removing Paragraph Outline Levels
Using the Document Map
File Search – To find a file
Insert a Comment
Insert a Picture from a file

2: Drawing in Word

Creating Drawing Objects
Creating Lines and Shapes
Creating Text Boxes
Enhancing Drawing Objects
Applying Line Effects
Applying and Modifying 3-D Effects
Manipulating Drawing Objects
Sizing and Rotating Drawing Objects
Grouping and Ungrouping Drawing Objects
Placing Drawings within Document Text

3: Using Tables

Creating Tables
Typing Text into Tables
Editing and Formatting Text in Cells
Modifying Table Structures
Adjusting Row Height in a Table
Inserting, Deleting, and Moving Table Columns
Inserting, Deleting, and Moving Table Rows
Enhancing Tables
Merging Cells
Adding Table Borders
AutoFormatting and Applying Shading to a Table
Aligning Tables
Rotating Text in Tables
Convert text to a table or vice versa
Auto Fit in the Table

4: Working with Columns

Creating and Editing Newspaper Columns
Selecting and Editing Column Text
Formatting Newspaper Columns
Forcing a New Column
Setting Text Flow Options
Inserting Nonbreaking Spaces
Change Case
Change a background
Drop Cap

Related Courses

Microsoft Word 2003 Level 3

Microsoft Word 2003 and VBA

For further information please contact Sue Parsons Training:

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