

Word 2003 Basic

A course for those who have little or no experience using Word.
The only requirement is some experience of using a PC and Windows

Getting started

Exploring the Word window
Creating and saving documents
Getting Help

Editing documents

Opening and navigating in documents
Automated tasks
Editing text
The Undo and Redo commands

Moving and copying text

Selecting text
Cutting, copying, and pasting text
Finding and replacing text

Formatting characters and paragraphs

Character formatting
Using tabs
Paragraph formatting
Advanced paragraph formatting

Creating and managing tables

Creating tables
Working with tables
Modifying tables

Controlling page layout

Creating headers and footers
Working with margins
Working with page breaks

Proofing and printing documents

Checking spelling and grammar
Previewing and printing documents

Web features

Saving documents as Web pages
Working with hyperlinks
E-mailing documents

Word 2003 Intermediate

Getting a little more out of Microsoft Word. For those who use Word on a regular basis and have experience of the topics covered in the Word Basic course

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

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

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Word 2003 Advanced

Getting the most out of Word. For users who are at the Intermediate level and who need explore some of Word's more powerful features.

Using Mail Merge
Creating form letters
Working with data sources
Creating mailing labels

Working with forms
Creating forms
Modifying forms
Protecting and printing forms
Using digital signatures

Working with large documents
Master documents
Footnotes and endnotes
Indexes
Bookmarks and cross-references
Web frames
Revisiting styles
Tables of contents

Working with macros
Creating macros
Recording and running macros
Modifying and deleting macros
Using macros in forms

Customizing menus and toolbars
Creating custom menus
Customizing toolbars