

Microsoft Word 2003



Microsoft Word is the world's most popular word processing software. Word can be used to produce basic letters and reports as well as high-level desktop publishing material. Automated features allow you to produce with ease professional documents with intricate headings, chapter and page numbering. You can write a letter or report to multiple recipients at the push of a button and produce mailing labels or envelopes.

These three courses are designed to teach you how to produce high quality documents and reports. Each course is progressively more comprehensive and goes into the more detailed components that Word has to offer.

The lists below are by no means exhaustive; however they show some of the main features covered by each course. Each separate course takes about 10 hours to complete.

Beginners

- Getting started
- Menus & Toolbars
- Views, Resizing & Zooming
- Basic Typing Skills
- Saving Documents
- Opening & Closing Documents
- Creating New Documents
- Navigating Documents
- Print & Print Preview
- Page Setup
- Selecting Text
- Editing Text
- Undo & Redo
- Moving & Copying Text
- Drag & Drop Editing
- Bold, Italics & Underline
- Font & Font Size
- Font Colours
- Paragraph Alignment
- Dates, Symbols & Characters
- Highlighting Text
- Spell Checker
- Using Help

Intermediate

- Paragraph Spacing
- Line Spacing
- Bullets & Numbering
- Default Tabs
- Indents & Special Indents
- Inserting a Table
- Selecting in Tables
- Add & Remove Rows & Columns
- Convert Text to Tables
- Autofit
- Introduction to Styles
- Reveal Formatting Task Pane
- Clearing Formats
- Creating & Sending e-mail
- Creating & Sending Faxes
- Introduction to Web Pages
- Find & Replace
- Starting Mail Merge
- Overview of Data Sources
- Creating a Microsoft Office Address List
- Adding Fields & Merging
- Filter & Sort Recipients
- Mail Merge Practice

Advanced

- Auto Text & Auto Complete
- Auto Correct
- Auto Format as You Type
- Borders & Shading
- Inserting Pictures
- Importing Objects
- Text Boxes
- Table Borders & Gridlines
- Table Merging & Splitting
- Table Properties
- Table Calculations
- Table Autoformat
- Table Sorting
- Column Layouts
- Templates
- Heading Styles
- Outlines
- Table of Contents
- Indexes
- Reading Layout View
- Document Properties & Word Count
- Comments
- Tracking Changes
- Read Only Documents
- Encryption
- Macros
- Security

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