

Course Outline

Microsoft Word 2003

Course Description:

Discover the full features of Word! Learn tips & tricks for formatting documents, editing text, tables, and layout. Find out how to transform basic documents into professional reports, using themes, styles, and illustrations. Create forms, table of contents, and mail merges for your clients.

This outline can be fully customized. Intro and Intermediate/Advanced levels.

Intro Level:

- ⇒ Overview
- ⇒ Views
- ⇒ Formatting (Font, Paragraph, Bullets and Numbering)
- ⇒ Tabs
- ⇒ Tables, Columns
- ⇒ Symbols
- ⇒ Picture Toolbar, ClipArt – Basic
- ⇒ Drawing Toolbar (AutoShapes, WordArt, Diagrams & Organization Charts)
- ⇒ AutoCorrect
- ⇒ Styles
- ⇒ Page Setup
- ⇒ Header & Footers
- ⇒ Printing

Intermediate/Advanced Level:

- ⇒ Review of Intro Level
- ⇒ Customizing Word Options (including Toolbars)
- ⇒ Section Breaks
- ⇒ Protect Document
- ⇒ Themes and Styles
- ⇒ Templates
- ⇒ Links (Hyperlink, Bookmark, Cross-reference)
- ⇒ Picture Toolbar, ClipArt – Advanced
- ⇒ Table of Contents, Footnotes
- ⇒ Mailings (Merge letters, labels, envelopes)
- ⇒ Forms
- ⇒ Macro's

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