



Roade IT Training

The Roade to Successful IT Training
Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft Word 2003 Intermediate Level

Overview

The skills and knowledge gained on this course are sufficient to create real-world documents including letters, memos, faxes, basic flyers, newsletters, and the like.

Target Audience

This course is primarily designed for people who need to know how to use Microsoft Word 2003 to enhance existing basic documents or to enhance new documents that they create. It concentrates on a number of document enhancement features such as tables, pictures, and drawings, and using some of the automation and style features to speed up productivity.

Objectives

At the completion of this course participants will be able to:

- customise toolbars
- hand-draw tables and manipulate them
- create and work with tables
- insert a picture into a document, and move, resize and crop pictures
- create new drawings, and resize, move, group, duplicate, and move drawing objects
- create and modify a style, and apply a style to text in a document
- create the documents required for a merge, perform a merge and create mailing labels
- use sections to correctly format your documents
- create headers and footers
- create automated fields within a document.

Prerequisites

This course assumes that the learner can create basic documents in Microsoft Word. It would also be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders

Course Duration

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

Course Cost

From £350. Manuals to accompany the course are available at £35 each
Prices vary please contact us for a quote to suit your budget.

Versions Offered:

Microsoft Office 97, 2000, XP & 2003

Roade IT Training

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Course Contents

- 1 Customising Toolbars**
 - a) Understanding Toolbars In Word 2003
 - b) Creating A New Toolbar
 - c) Adding Tools To A Toolbar
 - d) Deleting Tools And Toolbars
- 2 Drawing Tables**
 - a) Drawing A Table
 - b) Evenly Spacing Table Lines
 - c) Nesting A Table
- 3 Table Features**
 - a) Creating A Table From Text
 - b) Creating Formulas
 - c) Updating Calculations
 - d) Sorting Table Data
 - e) Merging Cells
 - f) Splitting Cells
 - g) Table Gridlines
 - h) Inserting An External Table
 - i) Table Properties
 - j) Changing Table Alignment
 - k) Wrapping Text Around A Table
 - l) Changing Row Height
 - m) Changing Column Widths
 - n) Changing Text Alignment In A Table
 - o) Stretching And Dragging Tables
 - p) Changing Text Direction
 - q) Creating A Repeating Header Row
- 4 Working With Pictures**
 - a) Inserting A Picture
 - b) Moving A Picture
 - c) Resizing A Picture
 - d) Cropping A Picture
- 5 Working With Drawings**
 - a) The Drawing Toolbar
 - b) Creating Drawing Objects
 - c) Working With Drawing Objects
 - d) Duplicating Drawing Objects
 - e) Drawing Freehand
 - f) Formatting And Colouring Objects
 - g) Adding Text To A Drawing
- 6 Using Styles**
 - a) Styles
 - b) Applying Existing Styles
 - c) Creating A New Style
 - d) Manually Modifying A Style
 - e) Styles By Example
 - f) Automatically Modifying Styles
- 7 Merging**
 - a) The Six Step Merge Process
 - b) Selecting The Starting Document
 - c) Selecting Recipients
 - d) Writing The Letter
 - e) Previewing The Merge
 - f) Performing The Merge
 - g) Printing A Single Label
 - h) Creating A Mailing Label Main Document
- 8 Sections**
 - a) Inserting A Next Page Section Break
 - b) Inserting A Continuous Section Break
 - c) Controlling Odd And Even Section Breaks
- 9 Headers And Footers**
 - a) Creating Headers
 - b) Creating Footers
 - c) Formatting Headers And Footers
 - d) Changing First Page Headers And Footers
 - e) Creating Odd And Even Pages
 - f) Creating Section Headers
- 10 Fields**
 - a) Document Information Fields
 - b) Working With Fields
 - c) Formula Fields
 - d) Unlinking Fields
 - e) Updating Fields When Printing
 - f) Printing Field Codes