



Roade IT Training

The Roade to Successful IT Training

Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft Word 2003 Customisable Course

Overview

You choose the skills and knowledge covered on this course to match your requirements. Select which areas you would like to be covered in the training and we will help you to build a course that covers only the areas you need.

Target Audience

This course is primarily designed for companies who can see the potential in building customised course for each team. Through creating a customised course, companies see a higher return on investment and delegates enjoy not having to re-learn the parts of Word that they already feel comfortable with. Because the training covers only the areas required, the delegates are not bombarded with information they will never need to know or use. This reduces the time spent in training and increases knowledge retention.

Objectives

You set the objectives!

Prerequisites

This course assumes no prior knowledge of Microsoft Word. It would 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

Various.

Course Cost

From £350 per day. Customised manuals to accompany the course are priced from £30 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 Creating a Basic Document**
 - a) The Word Environment
 - b) Get Help Using Word
 - c) Enter Text
 - d) Save a New Document
 - e) Preview a Document
 - f) Print a Document
- 2 Editing a Document**
 - a) Navigate in a Document
 - b) Insert Text
 - c) Select Text
 - d) Create an AutoText Entry
 - e) Move and Copy Text
 - f) Delete Blocks of Text
 - g) Undo Changes
 - h) Find and Replace Text
- 3 Formatting Text**
 - a) Change Font and Size
 - b) Apply Font Styles and Effects
 - c) Change Text Colour
 - d) Highlight Text
 - e) Copy Formats
 - f) Clear Formatting
 - g) Find and Replace Text Formatting
- 4 Formatting Paragraphs**
 - a) Set Tabs
 - b) Change Paragraph Alignment
 - c) Indent Paragraphs
 - d) Add Borders and Shading
 - e) Apply Styles
 - f) Create Lists
 - g) Change Spacing Between Paragraphs and Lines
- 5 Proofing a Document**
 - a) Use the Thesaurus
 - b) Check Spelling and Grammar
 - c) Create a New Default Dictionary
 - d) Check Word Count
 - e) Modify a Document in Print Preview
- 6 Adding Tables**
 - a) Create a Table
 - b) Enter Data in a Table
 - c) AutoFormat a Table
 - d) Convert Text into a Table
- 7 Inserting Graphic Elements**
 - a) Insert Symbols and Special Characters
 - b) Insert a Clip Art Picture
 - c) Add a Watermark
- 8 Controlling Page Appearance**
 - a) Set Page Orientation
 - b) Change Page Margins
 - c) Apply a Page Border
 - d) Add Headers and Footers
 - e) Insert a Page Break
- 9 Managing Lists**
 - a) Sort a List
 - b) Restart a List
 - c) Create an Outline Numbered List
 - d) Customize List Appearance
- 10 Customizing Tables and Charts**
 - a) Sort a Table
 - b) Modify Table Structure
 - c) Merge or Split Cells
 - d) Position Text in a Table Cell
 - e) Apply Borders and Shading
 - f) Perform Calculations in a Table
 - g) Create a Chart from a Word Table
 - h) Modify a Chart
- 11 Customizing Formatting**
 - a) Modify Character Spacing
 - b) Add Text Effects
 - c) Control Paragraph Flow
- 12 Working with Custom Styles**
 - a) Create a Character or Paragraph Style
 - b) Modify an Existing Style
 - c) Create a List Style
 - d) Create a Table Style
- 13 Modifying Pictures**
 - a) Set Picture Contrast or Brightness
 - b) Crop a Picture
 - c) Wrap Text Around a Picture
- 14 Creating Customized Graphic Elements**
 - a) Draw Shapes and Lines
 - b) Insert WordArt
 - c) Insert Text Boxes
 - d) Create Diagrams
- 15 Controlling Text Flow**
 - a) Insert Section Breaks
 - b) Insert Columns
 - c) Link Text Boxes
- 16 Automating Common Tasks**
 - a) Run a Macro
 - b) Create a Macro
 - c) Modify a Macro
 - d) Customize Toolbars and Buttons
 - e) Add Menu Items
- 17 Automating Document Creation**
 - a) Create a Document Based on a Template
 - b) Create a Document by Using a Wizard
 - c) Create or Modify a Template
 - d) Change the Default Template Location
 - e) Insert a MacroButton Field in a Template



18 Performing Mail Merges

- a) The Mail Merge Process
- b) Perform a Merge on Existing Documents
- c) Merge Envelopes and Labels
- d) Use Word to Create a Data Source

19 Using Microsoft Office Word 2003 with Other Programs

- a) Link to a Microsoft® Office Excel 2003 Worksheet
- b) Link a Chart to Excel Data
- c) Send a Document Outline to PowerPoint
- d) Extract Text from a Fax
- e) Save a Document as a Different File Format
- f) Look Up Information Using Research Sites
- g) Send a Document as an Email Attachment

20 Collaborating on Documents

- a) Modify User Information
- b) Create a New Version of a Document
- c) Delete Old Versions
- d) Send a Document for Review
- e) Use Comments
- f) Compare Document Changes
- g) Merge Document Changes
- h) Review a Document

21 Adding Reference Marks and Notes

- a) Insert Bookmarks
- b) Insert Footnotes and Endnotes
- c) Add Captions
- d) Insert Cross-references

22 Making Long Documents Easier to Use

- a) Mark Text for Indexing
- b) Insert an Index
- c) Insert a Table of Figures
- d) Mark Text for a Table of Authorities
- e) Insert a Table of Authorities
- f) Insert a Table of Contents
- g) Create a Master Document
- h) Automatically Summarize a Document

23 Securing a Document

- a) Update a Document's Properties
- b) Save a Document without Personal Information
- c) Hide Text
- d) Limit Formatting Choices in a Document
- e) Select Regions of a Document that Can Be Modified
- f) Add a Digital Signature to a Document
- g) Require a Password to Open a Document

24 Creating Web Pages

- a) Create a Web Page
- b) Insert Hyperlinks
- c) Insert a Movie Clip into a Web Page
- d) Apply a Theme to a Web Page
- e) Create a Framed Web Page
- f) Save a Web Page to a Web Server

25 Creating Forms

- a) Add Form Fields to a Document
- b) Protect a Form
- c) Save Form Data as Plain Text
- d) Automate a Form



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