

MICROSOFT WORD 2003 PART II**1 DAY**

This course is intended as a follow-up to the introduction to Microsoft Word 2003 Part I course. It aims to further the attendee's knowledge of the Word 2003 application and includes new subjects such as creating Columns, Tables and Macros. On completion of the course, it is hoped that the attendees will have a good, practical working knowledge of the topics detailed here and have a sound fundamental basis on which to build the participants own knowledge of the program.

Unit 1 – Working with Toolbars

- Toolbar Elements
- Selecting other Toolbars
- Positioning Toolbars
- Customising Existing Toolbars
- Creating Your Own Toolbar

Unit 2 –Using Styles

- Selecting Styles
- Modifying Existing Styles
- Creating Styles
- Generating a Table of Contents
- Working With Headers and Footers

Unit 3 – Tables

- Creating and Modifying Tables
- The Table Menu
- AutoFormat
- Inserting Rows & Columns
- Adjusting Row Height & Column Width
- Setting Tabs Within a Table
- Setting Borders, Lines and Shading
- Using Formulas

Unit 4 – Columns

- Creating Columns
- Continuous Breaks and Column Breaks
- Moving Between Columns
- Adjusting Column Widths
- Inserting Additional Columns
- Adding Vertical Lines Between Columns
- Display or Hide Boundaries

Unit 5 – Multiple Windows

- Using Multiple Windows
- Copying and Pasting Text within Windows
- Compare Side by Side...
- Split
- New Window
- Arrange All

Unit 6 – Macros

- Recording a Macros
- Running Macros
- Saving Macros
- Assigning to Buttons, Icons and Key strokes
- Editing a Macro