

MICROSOFT WORD 2003 PART II(a)**1 DAY**

This course concentrates more on documents finishing. The templates exercise is based on a fictitious company's fax template. We use styles to create consistency throughout a document and look at document finishing to create professional looking Table of Contents and Headers and Footers. 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 – Templates

- Templates Available on Your Computer
- Templates Available From Microsoft
- Editing an Existing Template
- Creating a Template From Scratch
- Changing the Normal.dot Template

Unit 2 –Using Styles

- Selecting Styles
- Modifying Existing Styles
- Creating Styles
- Generating a Table of Contents
- Coping Styles From Another Document

Unit 3 - Compiling a Finished Document

- Applying The Heading Styles Previous Created
- All About Headers & Footers
- Creating a Table Of Contents Based On your Styles
- Specifying TOC Levels

Unit 4 – Graphics & Objects

- Adding Basic Shapes
- Resizing, Moving & Copying Objects
- Constraint Keys
- Using WordArt & Symbols
- Inserting ClipArt, Adding to ClipArt, Using Organizer
- Adding Watermarks

Unit 5 – 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 6 – Working With Data from Excel

- Copying Data to Word
- DDE & OLE Links
- Creating Charts In Word
- Performing Calculations in a Table
- Copying Data to Excel & Other Office Applications