



Central IT Training

Word 2003 Intermediate

Course Duration 1 Day 9:30am to 4:30pm

Overview

This course is designed to extend your knowledge of Word enabling you to use more advanced document layout tools.

Minimum Requirements

Delegates should have a good basic knowledge of Word to Introduction level.

Course Contents

Headers and Footers

- Inserting Headers and Footers
- Formatting Headers and Footers
- Adding Borders and Shading
- Inserting Dates
- Inserting Page Numbers
- Inserting File Name and Path
- Inserting Graphics
- Using Section Breaks
- Changing for Different Pages
- Margins
- Deleting Headers and Footers
- Switching Back to the Document

Mail Merge

- Setting up a Standard Letter
- Setting up a Data Source
- Customising a Data Source
- Editing a Data Source
- Creating Labels in a Merge
- Filtering the Data Source
- Using and Excel Data Source
- Using and Access Data Source

Envelopes and Labels

- Printing Addresses on Envelopes
- Printing Single Labels
- Printing Pages of Labels

Tables

- Inserting a Table
- Adding and Manipulating Text
- Editing Table Layout
- Positioning a Table on the Page
- Applying Borders and Shading
- Deleting a Table
- Converting Text to a Table
- Nesting Tables
- Repeating Headings
- Merging and Splitting Cells
- Splitting Tables
- Using a Data Form

Columns

- Inserting Columns
- Entering Text in Columns
- Column Breaks
- Section Breaks
- Formatting Column Widths
- Dividing Columns with Lines
- Removing Columns

Styles

- Using Styles
- Editing and Creating Styles
- Creating a Table of Contents
- The Format Painter