

ONE DAY COURSE OUTLINE

WORD 2002/2003 INTERMEDIATE

Prerequisites

Be able to create basic document in Word and have knowledge of Windows including copying files and locating folders.

Target Audience

Designed for people who need to know how to use Word 2003 to enhance documents.

Learning Outcomes

- 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 documents
 - Create headers and footers
 - Create automated fields within a document
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