

Word 2002: Intermediate Elements (1 day)

A one day course for those who use Word regularly to create and edit documents. If in doubt we would recommend that you consult the detailed objectives or a course tutor. Learn about some more useful functions of Word and how to use them.

Areas covered include -

Templates (xpwi)

Overview: Creating a standard document that you can use again and again.

Includes - Using Templates, Accessing Library Templates, Accessing Microsoft Templates, Using the Normal Template, Creating a Template from an existing document, Selecting a Template from the Templates dialog box, Modifying a Template, Using Global Templates, Using Styles, Creating Paragraph Styles, Applying Styles, Modifying Styles, Organizing Styles

Tables (xpwi)

Overview: Modifying tables in word, creating charts and performing calculations.

Includes - Merging Cells in a Table, Sorting Data, Performing Calculations, Creating a Chart based on Table Data, Modifying a Chart based on Table Data, Converting Tabbed Text into a Table, Opening an Excel Table, Linking Excel Data in a Table

Graphics (xpwi)

Overview: Inserting different types of pictures and shapes into a document.

Includes - Using Graphics, Inserting a Clip Art Images, Adding an AutoShape, Inserting WordArt, Inserting an Organization Chart.

Text (xpwi)

Overview: Adding and formatting text.

Includes - Entering Text, Using Automatic Text Features, Formatting Text into Columns, Controlling Text within a Column, Wrapping Text around a Graphic, Deleting Blocks of Text, Moving Text, Copying Text, Copying Multiple Items, Applying Character Formats, Changing the Font, Changing Font Size, Adding an Effect to Text, Changing the Colour of Text, Reusing Formatting

Envelopes and Labels (xpwi)

Overview: Printing labels and addresses onto envelopes, including your own custom sizes.

Includes - Creating Envelopes, Using the Delivery address field, Using the Return address field, Adding Electronic Postage, Using the Envelope Options, Using Labels, Creating Labels, Using Label Options, Creating Custom Labels

Web Page Creation (xpwi)

Overview: Creating Web pages and links to the web from your word documents.

Includes - Creating a Standard Web Page, Using the Web Tools toolbar, Creating a Web Page using a Template, Saving a Web Document, Previewing in a Browser, Creating a Hyperlink, Editing a Hyperlink, Applying a Theme

Managing Documents (xpwi)

Overview: How to review a document and include comments for the original author.

Includes - Using the Reviewing Toolbar, Using Comments in Documents

Print (xpwi)

Overview: Using printing options and printing multiples pages

Includes: Inserting a Page Break, Setting the Page Display, Using the Printing Options, Changing Margins, Previewing a Document, Selecting Pages to Print,
