

# MS Word 2003

## Intermediate

*This one day workshop has been designed to increase your basic knowledge of Microsoft Word 2003 to the next level of competence.*

### Learning Outcomes

By the end of this course students will be able to organise and maintain text in a table, work with Graphics and Drawing tools, create Headers/Footers, use Time Saving features and learn how to perform a Mail Merge effectively.

### Prerequisites

This course is designed for students with a basic understand of the fundamentals of Microsoft Word. Basic computer awareness, keyboard and mouse skills are essential.

### Graphics

- Add, Delete and Position Graphics
- Insert Special Characters
- Create Headings and Other messages using WordArt

### The Drawing Toolbar

- Draw, Select and Resize Objects
- Move, Nudge and Rotate Objects
- Format, Align and Distribute Objects
- Work with Layers and Grouping Objects
- Create and work with Text boxes
- Linking Text Boxes
- Wrapping Text around Objects

### Working with Tables

- Create a table a number of different ways
- Work within a table
- Change the appearance of a table
- Enhance the table
- Nest and position tables
- Calculate in a table
- Sort Data in a Table

### Using Timesavers

- Finding and replacing text and formatting
- Use the Format Painter
- Automatically correct text
- Automatically format text
- Change text case
- Insert text objects
- Sort Lists, Paragraphs and Information
- Create Hyperlinks
- Inserting the Date and Time

### Working with Sections, Headers and Footers

- Work with sections of a document
- Create and edit headers and footers

### Templates

- Use templates to create a document
- Use template wizards to create a document
- Create letters using the letter wizard

### Creating a Mail Merge

- Generating a Mail Merge
- The Main Document
- The Data Source
- The Merge Process
- Handy Hints and Editing

