

Exact Business Solutions Pty Ltd

Course Outlines



Intermediate Microsoft Word 2003

A One-Day Guide

Ref No.DD167

Course Aims This course aims to provide a good understanding of the intermediate concepts of Word Processing including Tables, Headers & Footers, Mail Merge and Styles.

Objectives At the end of the course, participants will have learned to:

- Recognise Word's automatic features of AutoCorrect,
- AutoText and Automatic Formatting
- Use AutoCorrect to automatically correct typing mistakes
- Use AutoText to store frequently typed text
- Automatically format a document.
- Apply text borders and page borders
- Collect and paste text
- Use more advanced table features
- Draw a table
- Insert Headers and Footers
- Use Mail Merge
- Create mailing labels
- Create and Modify Styles
- Sort text
- Use Find and Replace
- Insert Symbols

Number of Pages 113

Audience The course is aimed at those participants who wish to use Microsoft Word 2003 efficiently. You will want to confidently create and edit professional looking documents.

Prerequisites It is essential that participants have good mouse skills and knowledge of Microsoft Word to an introductory level.

Course Length In a training environment this manual is suitable for 1 Day.

Course Structure The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk contains the necessary files to complete the manual.

Intermediate Microsoft Word 2003 in Detail

Course Objectives

AutoCorrect

Using Predefined Entries
Creating an AutoCorrect Entry
Skill Builder
Exceptions
Initial Caps
Deleting AutoCorrect
Deleting Exceptions

AutoText

Creating an AutoText Entry
Storing an AutoText Entry
Using the AutoText Entries

Automatic Formatting

Ordinals and Fractions
Automatic Formats
Automatic Bullets
Automatic Numbers
Automatic Tables

AutoFormats

The Style Gallery

Text Borders

Page Borders

Page Border Art

Collect and Paste

The Clipboard Toolbar
Clearing the Clipboard
Clipboard Options

More Table Features

Formulas Revision

Merging and Splitting Cells

Splitting Cells

Table Headings

Tabs in Tables

Decimal Tabs in Tables
Inserting Tabs in Tables

Updating Table Formulas

Text Direction

Table Borders
Deleting a Table

Drawing a Table

Using the Eraser
Moving and Sizing a Table

The Office Assistant

Asking a Question
Displaying Topics
ScreenTips

Other Search Places

Headers and Footers

Typing a Header
Header Icons
Typing a Footer
Page Numbering
Using AutoText in the Footer

Inserting the Filename

Mail Merge

Field Names
Adding a Field Name
New Address List
The Data Records
Typing the Main Document
Previewing the Letters
Performing the Merge
Mail Merge Recipients
Filter

Mailing Labels

Label Options
Adding Fields to the Label
Previewing your Labels
Performing the Merge

Find and Replace

Finding Text
Find Options
Finding all Occurrences
Replacing Text

Styles

Style Characteristics
Applying Styles
Updating Styles
Creating New Styles
Adding Styles to the Template
Viewing the Style Area

Sorting

Sorting Text or Numbers
Sorting Tables

Symbols

Inserting Symbols
Choosing a different Font Set
Revision

Appendix

Character Quick Keys
Paragraph Quick Keys
Inserting Breaks
Other Handy Keys