

Word 2003: Intermediate Word Processing Skills Course Outline

Session	Content	Session	Content
1	Formatting Documents using Word's Built-in Templates and Styles <ul style="list-style-type: none"> • Use templates & wizards • Create a template • Modify a template • Apply character styles • Apply paragraph styles • Modify existing styles 	5	Drawing and Manipulating Shapes <ul style="list-style-type: none"> • Use drawing tools & text boxes • Create, modify, position graphics • Use the drawing canvas • Format & manage drawing objects & text boxes • Apply special effects
2	Automating Tasks <ul style="list-style-type: none"> • Create and Run Macros • Edit Macros using VBA Code • Create Custom Toolbars and Menus • Record Automatic Macros 	6	Adding and Controlling Graphics <ul style="list-style-type: none"> • Create & modify diagrams & organisation charts • Use & format callouts • Search for & manage clipart • Edit clipart • Compress pictures • Align text & graphics • Modify word art
3	Customising Tables <ul style="list-style-type: none"> • Use draw table button • Use eraser tool • Create nested tables • Wrap text around a table • Add clipart to table cells • Merge and split table cells • Apply table styles 	7	Complex Documents <ul style="list-style-type: none"> • Apply & modify column settings • Control pagination • Use continuous section breaks • Link text boxes • Use watermarks
4	Working with Table Data <ul style="list-style-type: none"> • Use Excel data in Word tables • Link & embed objects • Perform calculations in Word tables • Create & modify charts 	8	Controlling Text <ul style="list-style-type: none"> • Create and Use a Template • Work with AutoText Entries • Produce User-defined Styles • Name and Manage Styles

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