

# Word 2000-2003 Intermediate

**Duration:** 1 Day

## Course Overview:

This course is designed for students who desire to master the effective use of the intermediate features of Microsoft Word. Students will learn how to work with graphics and advanced formatting. Students will also learn the skills needed to incorporate special elements such as using functions in Word tables, formatting with styles, and editing and formatting column text in Word documents. The knowledge provided in this course will be beneficial in the facilitation of more sophisticated documents.

## Students Learn How To:

- Insert and modify Clip Art and WordArt
- Format paragraphs and text consistently by creating and applying styles
- Create headers and footers
- Organize and present information using tables and columns
- Specify column formats and edit and format column text
- Use section breaks to create unique headers and footers for different parts of a document

**Who Should Attend:** Anyone who wants to learn the Intermediate skills of Microsoft Word.

**Prerequisites:** Windows 2000 and XP Introduction and Word 2000-2003 Introduction or equivalent knowledge.

## Course Outline:

### Using Styles

Applying and Defining Styles  
Modifying and Deleting Styles

### Using Advanced Formatting Options

Modifying Text Flow Options  
Inserting Section Breaks  
Formatting Sections  
Verifying Formatting Consistency

### Using Headers and Footers

Creating Headers and Footers  
Creating First Page Headers And Footers  
Alternating Headers and Footers  
Creating Headers and Footers for Sections  
Working With Page Numbers

### Working with Columns

Specifying Column Formats  
Editing and Formatting Column Text  
Formatting Columns  
Removing Columns and Breaks

### Creating Tables

Inserting Tables  
Entering Text into Tables  
Performing Calculations in Tables  
Sorting Table Data  
Using Excel Data in Tables

### Formatting Tables

Formatting Columns, Rows, and Cells  
Formatting Table Text  
Using Borders and Shading  
Applying AutoFormats  
Moving Tables

### Working with Graphics

Working with Pictures  
Using WordArt

### Working with Charts

Creating and Modifying Charts  
Importing Data to Create Charts

### Using Basic Collaboration Features

Distributing Documents for Review  
Working with Comments  
Using Track Changes  
Comparing and Merging Documents  
Saving a Document as a Web Page

### Appendix A: Diagrams and Organizational Charts Using Word 2002/2003

Working with Diagrams  
Using Organizational Charts

### Appendix B: Working With Drawing Objects

Creating Drawing Objects  
Modifying Drawing Objects