

Get Started Here

Microsoft Word is a sophisticated word processor with a wealth of advanced features.

One-on-One Personal Computer Training provides advanced Word 2003 training and that enables students to become productive with the product.

Learning Outcomes

This course is designed for people who are already familiar with the basic features of Word 2003. It covers the essential features people need in day-to-day use of Word.

At the end of the course, the student will be able to:

- ☞ Perform advanced formatting and editing activities
- ☞ Take advantage of features such as styles, templates, field codes and forms
- ☞ Edit the appearance and structure of tables
- ☞ Perform merge operations such as merging to labels
- ☞ Customise Word
- ☞ Structure documents with the outlining feature
- ☞ Restructure documents with columns
- ☞ Sort tables and paragraphs of text
- ☞ Work with features for large documents
- ☞ Create web pages
- ☞ Include text boxes and graphics objects
- ☞ Improve the appearance of documents with WordArt and watermarks
- ☞ Automate activities using macros

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Contents

Level 3

- ☞ Creating, editing and using templates
- ☞ Controlling page breaks
- ☞ Inserting, updating and editing field codes
- ☞ Operator input
- ☞ Creating and using forms
- ☞ Creating and formatting text columns
- ☞ Changing the structure of tables
- ☞ Formulas in tables
- ☞ Creating and formatting a web page
- ☞ Envelopes, labels, drop caps and coloured text
- ☞ Highlighter, document properties and symbols
- ☞ Changing default settings, options and toolbar contents
- ☞ Sorting tables and text
- ☞ AutoFormat, WordArt and watermarks
- ☞ Creating, viewing and formatting web pages
- ☞ Create Charts and Diagrams in Microsoft Word
- ☞ Insert and Modify Objects

Level 4

- ☞ Creating, editing and applying styles
- ☞ Merging with mailing labels
- ☞ Filtering and sorting in a merge
- ☞ Recording, running and editing simple macros
- ☞ Table of contents and cross-references
- ☞ Insert and Modify Endnotes, Footnotes and Captions
- ☞ Creating, editing and using outlines
- ☞ Multi-level numbering for paragraphs and headings
- ☞ Working with section breaks, headers, footers and page numbers
- ☞ Master documents
- ☞ Text boxes, layers and formatting graphics objects
- ☞ Manage Document Version
- ☞ Attach Digital Signatures to Documents
- ☞ Modify Track Changes Options
- ☞ Structure Documents using XML

Prerequisites

Students should already be familiar with PCs and Windows and have completed the Introduction to Word 2003 Course.

Enquiries

Telephone - 07 4723 7811

Fax - 07 4723 7814

Email - info@1-on-1.biz

Website - www.1-on-1.biz

