



2 day
course



Microsoft Word XP/2003 EXPERT – Day 1 of 2

Course objectives

This course offers an understanding of the advanced capabilities of Word and aims to give delegates the confidence to integrate the software effectively and efficiently into their work place. On completion of the course, delegates will be able to design documents to suit their own working environment.

Pre-requisite

Delegates are required to be competent in all Proficiency level skills before attending the Expert training course.

Course content

Module 1	Customising Paragraphs - Control Pagination. Sort paragraphs in lists.
Module 2	Formatting Documents - Create and format document sections. Create and apply character and paragraph styles. Create and update document indexes and tables of contents, figures, and authorities. Create cross-references. Add and revise endnotes and footnotes.
Module 3	Workgroup Collaboration - Track, accept, and reject changes to documents. Manage document versions. Protect documents. Restrict formatting styles. Restrict selective regions for editing. Route documents.
Module 4	Creating and modifying Graphics - Create, modify, and position graphics. Create and modify charts using data from other applications.