

IT Skills



2 day
course



Microsoft Word XP/2003 PROFICIENCY – Day 2 of 2

Course objectives

This course offers a basic understanding of Word and aims to provide all participants with the confidence to use the software more effectively and efficiently in their own working environment.

Pre-requisite

No prior knowledge of this package is required, although Windows experience is essential.

Course content

Module 6	Managing Documents - Manage files and folders for documents. Create documents using templates. Save documents using different names and file formats. Summarise documents.
Module 7	Advanced Paragraph Formatting - Indentation. Use the tabs command. Set tabs with leaders. Apply borders and shading to paragraphs.
Module 8	Styles – Apply paragraph styles Apply character styles.
Module 9	Columns – Create and modify column settings.
Module 10	Tables – Create and modify tables.
Module 11	Workgroup Collaboration – Compare and merge documents. Insert, view and edit comments. Convert documents in to Web pages.
Module 12	Graphics – Create and modify diagrams and charts.