

# Microsoft Word 2003 Intermediate

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## Overview

The skills and knowledge acquired in Microsoft Word 2003 Intermediate are sufficient to be able to use and operate the software at an efficient level.

## Target Audience

Microsoft Word 2003 Intermediate is designed for users who are keen to extend their understanding and knowledge of the software.

## Pre-requisites

Microsoft Word 2003 Intermediate assumes the delegate has attended the Word Fundamentals course or has equivalent knowledge.

## Objectives

At the completion of Microsoft Word 2003 Intermediate you should be able to:

- use sections to correctly format your documents
- work with columns
- create tables of figures and text
- create and work with tables
- hand-draw tables and manipulate them
- import Excel, Word and Access data into a Word document
- create and modify a style, and apply a style to text in a document
- manage the use of styles
- use the AutoText, AutoComplete, AutoCorrect, and AutoFormat features
- create headers and footers
- print a document
- print labels and envelopes
- insert a picture into a document, and move, resize and crop pictures
- create new drawings, and resize, move, group, duplicate, and move drawing objects
- use the WordArt feature in Word
- create and format text boxes
- enhance drawings in your document
- apply and alter borders
- work with AutoShapes
- create, modify and use Word templates
- use the document review features in Word

**Course Duration is 1 Day**

**Course Code: W5M2**

## Topics

### Sections

- Next Page Section Break
- Continuous Section Break
- Odd And Even Section Breaks
- Deleting Section Breaks

### Columns

- Creating & Specifying Columns
- Balancing Column Text
- Columns Using The Toolbar
- Column Widths From The Ruler
- Inserting and Deleting Column Breaks

### Creating Tables

- Creating A Table
- Selecting In Tables
- Inserting Columns And Rows
- Deleting Columns And Rows
- Changing Column Widths
- Shading And Colouring Cells
- Modifying Border Styles
- AutoFormatting A Table

### Table Features

- Creating A Table From Text
- Creating Formulas and Calculations
- Sorting Table Data
- Merging and Spitting Cells
- Table Gridlines
- Inserting An External Table
- Changing Table Alignment
- Wrapping Text Around A Table
- Changing Row & Column Sizes
- Text Alignment In A Table
- Stretching And Dragging Tables
- Changing Text Direction
- Creating A Repeating Header Row

### Drawing Tables

- Drawing A Table
- Evenly Spacing Table Lines
- Nesting A Table

### Importing

- Pasting and Linking A Worksheet
- Inserting A Document
- Importing A Database Table
- Importing A Chart
- Embedding and Modifying A Worksheet
- Creating Charts From Worksheet Data
- Creating Charts From Tables
- Modifying Chart Formatting

### Using Styles

- Applying Existing Styles
- Applying Styles To Text
- Creating A New Style
- Manually Modifying A Style
- Styles By Example
- Automatically Modifying Styles
- Deleting A Style
- Renaming A Style
- Creating A Character Style
- Modifying Character Styles

### Managing Styles

- Copying Styles To Another Document
- Applying Copied Styles
- Saving A Style To The Active Template
- The Style Gallery
- Changing The Root Style

### Using Word Automatics

- Using AutoText Entries
- Creating AutoComplete Entries
- Using AutoComplete Entries
- Adding AutoCorrect Entries
- AutoFormatting Text
- Adding AutoText To A Template
- Inserting A Date That Updates
- Inserting Automatic Page Numbering

### Headers And Footers

- Creating Headers
- Creating Footers
- Formatting Headers And Footers
- First Page Headers And Footers
- Creating Odd And Even Pages
- Creating Section Headers
- Using Fields In Headers And Footers

### Printing Options

- The Print Preview Toolbar
- Previewing & Printing Large Documents
- Printing Larger Documents
- Printing And Collating Multiple Copies
- Printing Specific Pages
- Printing Multiple Pages Per Sheet
- Printing With Drawing Objects
- Printing Comments or Hidden text
- Printing To A File
- Foreground And Draft Printing
- Moving Margins In Print Preview
- Adding A Watermark

### Envelopes and Labels

- Printing A Single Address Label
- Printing A Sheet Of Labels
- Printing An Envelope
- Printing An Envelope With A Return Address
- Adding An Envelope To A Document
- Changing Fonts On Envelopes & Labels

### Working With Pictures

- Inserting and Moving A Picture
- Resizing and Cropping A Picture
- Wrapping Text Around Pictures

### Working With Drawings

- The Drawing Toolbar
- Creating Drawing Objects
- Working With Drawing Objects
- Duplicating Drawing Objects
- Drawing Freehand
- Formatting And Colouring Objects
- Adding Text To A Drawing

### WordArt

- Creating & Editing WordArt

- Moving And Resizing WordArt
- Using WordArt Tools

### Text Boxes

- Creating & Formatting A Text Box
- Adjusting Border And Shading Options
- Adjusting Text Box Layout
- Linking Text Boxes
- Adjusting Text Box Margins

### Drawing Techniques

- Aligning Drawing Objects
- Distributing Drawing Objects
- Changing Drawing Grid Settings
- Rotating And Flipping and Layers
- Applying 3-D Effects and Creative Fills
- Applying Shadow Effects
- Grouping Drawing Objects
- Text Direction In Drawing Objects

### Borders and Shading

- Applying A Border To A Paragraph
- Adjusting Border Styles And Weights
- Vertical Lines Down A Paragraph
- Editing Borders
- Applying Quick Borders
- Applying Shading
- Creating Inverse Video
- Applying A Page Border

### Working With AutoShapes

- Drawing AutoShapes
- Filling AutoShapes
- Changing AutoShape Borders
- Adding Text To An AutoShape
- Formatting Text In An AutoShape
- Adjusting AutoShapes
- Rotating AutoShapes
- Resizing AutoShapes
- Moving AutoShapes
- Grouping And Ungrouping AutoShapes
- Changing AutoShape And Text Order
- Changing AutoShapes

### Templates

- Understanding Templates
- Creating A New Template
- Using A New Template
- Modifying A Template
- Applying A Different Template
- Tips For Developing Templates
- Creating Templates From Another Template

### Document Review

- Highlighting Text
- Finding Highlighted Text
- Inserting Comments
- Working With Comments
- Printing Comments
- Tracking Changes
- Reviewing Tracked Changes
- Working With Versions
- Comparing Documents
- Protecting A Document
- Routing A Document