

Microsoft Office 2003 & 2007 training **Course Contents**

Introduction to Microsoft Word

Part One – Introduction

What is Microsoft Word?
A Tour of the Screen.

Part Two – Working in a Document

Creating, Saving, Opening & Closing a document.
Moving Around a Document.
Inserting, Deleting, Moving & Copying Text.
Previewing & Printing a document

Part Three – Formatting a Document

Formatting Characters & Paragraphs.
Changing Margins, Paper Size & Page Orientation.
Adding Headers, Footers & Page Numbers.

Part Four - Proofing a Document

Using the Spell Check.
Using the Grammar Check.

Microsoft Word Intermediate

Part One – Working with styles

Using, Creating, Modifying.

Part Two – Merging documents

Creating the main document.
Creating the data source.
Merging & printing documents.
Producing labels & envelopes.

Part Three – Working with tables

Creating, Modifying.

Part Four - Working with columns

Creating, Modifying.

Part Five – Other features

Using graphics & autoshapes.

Microsoft Word Advanced

Part One – Working with documents

Creating table of contents, table of figures, and an index.
Inserting captions, cross references, footnotes & endnotes.
Using the outline view
Creating master documents.
Tracking changes
Inserting comments & fields.

Part Two – Creating templates & forms

Creating, Modifying.

Part Three – Document security

Password protection.

Part Four - Macros

What is a macro?
Creating, Running.

Part Five – Working with graphical images

Inserting graphics. Creating a chart.

Part Six – Other Exchanging data with other Applications

Using graphics & autoshapes.