



MICROSOFT WORD 2003 INTERMEDIATE COURSE OUTLINE

1. Word 2003 - TEMPLATES

- Create a Template
- Styles
- Applying Styles

2. Word 2003 - TABLES

- Merge Cells
- Merging Cells in a Table
- Sorting Data
- Excel Tables
- Opening an Excel Table

3. Word 2003 - GRAPHICS

- Include Graphics

4. Word 2003 - TEXT

- Insert Text
- Entering Text
- Text Editing
- Deleting Blocks of Text
- Moving Text
- Text Formatting
- Applying Character Formats

5. Word 2003 - ENVELOPES AND LABELS

- Envelopes
- Creating Envelopes
- Using the Delivery Address field
- Labels
- Creating Labels

6. Word 2003 - WEB PAGE CREATION

- Create a Web Page
- Creating a Web Page Using a Template
- Hyperlinks
- Creating a Hyperlink

7. Word 2003 - MANAGING DOCUMENTS

- Comments
- Using Comments in Documents

8. Word 2003 - PRINT

- Page Display
- Setting the Page Display
- Printing the Document