

Word 2000 - 2003 Level 2

1-day course

Course Code: W1N2en

Who should attend? This course is intended for participants who are familiar with Word 2000 - 2003.

Prerequisites Word 2000 - 2003 Level 1

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Create and modify tables to organize data and enhance appearance
 - Use the Mail Merge task pane with different data sources and main documents to create form letters, envelopes, and mailing labels
 - Use styles to create consistently formatted documents and to facilitate
 - changing paragraph and character formatting
 - Use existing templates to provide consistent document editing and formatting, and create custom templates
 - Perform Mail Merge tasks (creating form letters, envelopes, and mailing labels)
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Course Content

Creating and Managing Tables
Creating Tables; Modifying and Formatting Tables

Using Mail Merge
Form Letters; Data Sources; Mailing Labels

Managing Styles
Styles Overview; Inheritance; Applying Paragraph Styles; Modifying Styles; Creating Styles; Copying Styles

Working with Templates and Forms
Using Templates; Creating Forms; Form Elements; Other Field Types; Protecting and Using Online Forms; Form Protection; Online Forms

Using Mail Merge - Word 2000
