

Word 2003 Level 2

1-day course
Course code: W132

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

Prerequisites Word 2003 Level 1

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

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

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
