

MICROSOFT WORD V2003 ADVANCE COURSE OUTLINE PART 1 IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who have a good working knowledge of Microsoft Word, and may have already attended the Intermediate courses.

Topics to be covered

Inserting graphics

- Inserting pictures
- Moving pictures
- Re-sizing pictures
- Deleting pictures

Drawing toolbar

- Using the drawing buttons

Using Clipart

Linking Excel worksheet data into a Word document

Linking Excel charts into a Word document

Forms

- Creating form fields
- Using forms

