

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

Course Duration - 3 Hours

Target Audience

This course is designed for people who have a working knowledge of Microsoft Word, and may have already attended the parts 1 and 2 of the Introduction courses.

Topics to be covered

Tables

- Creating tables
- Modifying tables
- Enhancing the appearance of the data within a table
- Creating calculations within tables

Headers and Footers

- Creating headers
- Creating footers
- Modifying headers or footers
- Deleting headers or footers

Sections breaks

- Creating sections breaks
- Removing section breaks

Borders

- Creating and modifying text borders
- Creating and modifying paragraph borders
- Creating and modifying page borders

Inserting symbols

- © ™ ® ¥

Line spacing

Paragraph spacing

