

MICROSOFT WORD V2003 INTERMEDIATE COURSE OUTLINE PART 2 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 introduction and/or part 1 of the intermediate courses.

Topics to be covered

Templates

- Creating templates
- Saving templates
- Using templates
- Modifying templates
- Editing templates

Mail Merge

- Mail merge to a letter
- Mail merge to labels

Styles

- Using styles
- Modifying styles
- Creating styles

Table of contents

- Generating a table of contents from styles

Printing addresses on envelopes

Printing addresses on labels

Customising toolbars

- Adding buttons
- Removing buttons

