



Word 2003 Int Pt. 1

Course Outline



Course Synopsis:	Tables and Mail Merge – Review of Beginning Material; Creating and Editing a Table; Creating and Editing a Mail Merge; Customizing Bullets and Number Lists; Multilevel List; Special Symbols; Paragraph and Page Borders; Watermarks; Customizing
Who Should Attend:	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Word 2003 in action.
Prerequisites:	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
What You Will Learn:	Whether you are new to Word, upgrading from a previous release or need to obtain your MOS certification, this course takes you step-by-step through your mastery of Word. Like all of our courses, we provide the very best learning solution, delivered utilizing the very best technologies and the most competitive prices in the industry...and your satisfaction, as always, is guaranteed!
Time:	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically schedules from 12-1. Students provide their own lunch.
Location:	401 Lewis Hargett Cir. Suite #120 Lexington, KY 40503
Related Courses:	
Goals:	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
Registration:	You can register over the phone or online by emailing Rebecca Williams at rebeccawilliams@cts-ky.com or 859-277-1771



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COURSE MATERIALS

COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.

Working with Tables

- Introduction to Tables
- Creating a Table
- Working with a Table
- Adjusting Column Width
- Adjusting Row Height
- Inserting and Deleting Rows and Columns
- Adding Borders to a Table
- Adding Shading and Patterns
- Using AutoFormat
- Totaling Numbers in a Table
- Sorting Information in a Table
- Using the Draw Table and Eraser Buttons
- Creating Table Formulas
- Merging and Splitting Cells
- Orienting, Aligning, and Spacing Cell Contents
- Working with Tables that Span Multiple Pages
- Resizing, Moving, and Positioning a Table

Working with Templates and Styles

- Creating and Using a Document Template
- Creating and Applying Paragraph Styles
- Creating and Applying a Character Style
- Modifying a Style
- Displaying Styles in a Document
- Copying Styles Between Documents and Templates

Drawing and Working with Graphics

- Drawing on Your Documents
- Adding, Arranging, and Formatting Text Boxes
- Selecting, Resizing, Moving, and Deleting Objects
- Formatting Objects
- Inserting Clip Art
- Inserting and Formatting Pictures
- Positioning Objects
- Aligning and Grouping Objects
- Drawing AutoShapes
- Flipping and Rotating Objects
- Layering Objects
- Applying Shadows and 3D Effects

Performing a Mail Merge

- An Overview of the Mail Merge Process
- Selecting the Document Type
- Selecting the Starting Document
- Selecting the Recipients
- Adding Records to the Data Source
- Writing Your Letter
- Previewing Mail Merge
- Completing the Merge
- Creating and Working with Labels
- Using IF... THEN... ELSE Fields
- Using an Existing Data Source