



Word 2003 Int Pt. 2

Course Outline



Course Synopsis:	Creating and Editing Large Documents – Create, Modify and Format Tables; Use Table AutoFormat; Sorting; Perform Calculations; Merge a Document with Data; Create Numbered & Bullet List; Add Borders & Shading; Create Watermarks
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.

Document Collaboration

- Using Revisions
- Accepting and Rejecting Revisions
- Inserting Comments
- Saving Versions of a Document
- Comparing Documents Side by Side
- About the Document Workspace
- Password-Protecting a Document
- Protecting a Document

Working with Other Programs

- Inserting an Excel Worksheet into a Word Document
- Modifying an Inserted Excel Worksheet
- Inserting a Linked Excel Chart
- Opening and Saving Files in Different Formats

Working with WordArt and Charts

- Inserting a WordArt Object
- Formatting a WordArt Object
- Creating a Chart
- Modifying a Chart
- Selecting a Chart Type

Working with Outlines and Long Documents

- Creating a Document in Outline View
- Viewing an Outline
- Modifying an Outline
- Numbering an Outline
- Adding Bookmarks
- Adding Footnotes and Endnotes
- Adding Cross-References
- Creating a Table of Contents using Heading Styles
- Creating a Table of Contents using TC Fields
- Creating an Index
- Working with Master Documents
- Creating a Master Document