

USING MICROSOFT OFFICE WORD 2003 – LEVEL 2

Course Length: 6 hours (9 a.m. – 4:00 p.m.)

Prerequisites: Using Microsoft Office Word 2003 Level 1 or equivalent experience.

Course Overview

In the *Using Microsoft Office Word Level 2* course, the student will learn how to work with headers and footers, insert special characters and hyperlinks in documents, create, modify and format tables, sort and calculate data in tables, print envelopes and labels, use the Mail Merge Wizard to create form letters and envelopes, format text in columns, and insert and manipulate graphics. Course topics include:

Insert date/time, AutoText, symbols, hyperlinks, and page numbers

Sort and calculate data in tables

Insert and format headers and footers

Embed and link objects (i.e., worksheets and charts)

Using Wizards and Templates

Prepare and print a single envelope or label

Create and apply Styles to format text

Use the Mail Merge Wizard to create customized form letters, envelopes and labels

Use the Format Painter to copy formatting

Format text in columns

Create, navigate, modify and format tables

Insert, format and manipulate graphics