

Word 2003 Intermediate Course Content

Tables

- Introduction
- The Tables and Borders toolbar
- Creating a table
- Entering text into a table
- Resizing columns
- Merging and splitting cells
- Inserting rows and columns
- Deleting rows and columns
- Formatting cells
- Text alignment and direction
- Distributing rows and columns evenly
- Formatting a table
- Borders and shading

Templates

- Creating a template
- Using a template
- Changing a template
- Automating a template

Mail Merging

- Introduction
- Viewing the data before the final merging process
- Testing the merge operation
- Merging
- Performing Selective merges

Macros

- Introduction
- Recording a macro
- Playing a macro
- Creating a toolbar

Styles

- Creating a style
- Applying a style
- Changing a style
- The Format Painter

Section Breaks

- Introduction
- Inserting section breaks

Columns and Graphics

- Introduction
- Creating newspaper columns
- Inserting Clip Art

Glossary of Terms