

Training Course Specification

Course: Microsoft Word XP 2002 Level 2; Intermediate

Duration: One-Day

- COURSE OBJECTIVES:**
- Create and save documents for easy retrieval
 - Insert and delete text to edit a document
 - Move, copy, and replace text
 - Modify text for emphasis
 - Learn document and paragraph formatting
 - Set and remove tab stops to enhance document appearance
 - Use margins, indents, bullets, and numbering to change text layout
 - Create web pages and convert documents to web pages

WHO SHOULD ATTEND: Microsoft Word XP combines a powerful word processing application with the user-friendly atmosphere of Windows 98. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems Windows 98/NT/2000/ME

COURSE CONTENT

1: REVIEWING DOCUMENTS

CORRECTING DOCUMENTS
PERFORMING A SPELLING AND GRAMMAR CHECK
USING THE THESAURUS
USING AUTOCORRECT OPTIONS
SETTING AND DELETING AUTOCORRECT EXCEPTIONS
HYPHENATING DOCUMENTS
INSERTING SPECIAL HYPHENS
USING AUTOTEXT
CREATING AUTOTEXT ENTRIES
INSERTING AUTOTEXT
DELETING AUTOTEXT ENTRIES
CREATING OUTLINES
TYPING OUTLINE LISTS
ASSIGNING AND REMOVING PARAGRAPH OUTLINE LEVELS
USING THE DOCUMENT MAP
ASSIGNMENT

2: DRAWING IN WORD XP

CREATING DRAWING OBJECTS
CREATING LINES AND SHAPES
CREATING TEXT BOXES
ENHANCING DRAWING OBJECTS
APPLYING LINE EFFECTS
APPLYING AND MODIFYING 3-D EFFECTS
MANIPULATING DRAWING OBJECTS
SIZING AND ROTATING DRAWING OBJECTS
GROUPING AND UNGROUPING DRAWING OBJECTS
PLACING DRAWINGS WITHIN DOCUMENT TEXT
ASSIGNMENT

3: USING TABLES

CREATING TABLES

TYPING TEXT INTO TABLES

EDITING AND FORMATTING TEXT IN CELLS

MODIFYING TABLE STRUCTURES

ADJUSTING ROW HEIGHT IN A TABLE

INSERTING, DELETING, AND MOVING TABLE
COLUMNS

INSERTING, DELETING, AND MOVING TABLE
ROWS

ENHANCING TABLES

MERGING CELLS

ADDING TABLE BORDERS

AUTOFORMATTING AND APPLYING SHADING TO A
TABLE

ALIGNING TABLES

ROTATING TEXT IN TABLES

ASSIGNMENT

4: WORKING WITH COLUMNS

CREATING AND EDITING NEWSPAPER COLUMNS

SELECTING AND EDITING COLUMN TEXT

FORMATTING NEWSPAPER COLUMNS

FORCING A NEW COLUMN

SETTING TEXT FLOW OPTIONS

INSERTING NONBREAKING SPACES

SELF-CHECK EXERCISE