



**Airhouse Studios**

## Word 2003 Advanced Course

### Course Aims

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This practical course allows the delegate to appreciate the full potential of Word 2003. Participant will be encouraged to discuss their individual requirements, relevant to their working environment. By the end of the course, the user will be competent with the following skills:

### Course Outline

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#### **Document Enhancement**

Automatic Borders  
Paragraph and Page Borders  
Columns  
Watermarks

#### **Customising Word**

Create and Customise Toolbars  
Word Options

#### **Styles**

Create, Modify and Apply Styles  
Print or Display Styles  
Copy to another Document  
Style Gallery  
Delete Styles  
Document Map

#### **Outline View**

Work in Outline View  
Promote, Demote and Move Text

#### **Automatic Referencing**

Cross Referencing  
Insert a Caption  
Table of Contents  
Create an Index  
Create and Update other Tables  
Section Breaks

#### **Templates**

Create and Use a Template  
Template Wizards

#### **Document Tools**

Master Documents  
Comments  
Track, Accept or Reject Changes  
Document Protection

#### **Fields and Form Fields**

Use & Update Fields  
Form Fields

#### **Macros**

Create and Edit a Macro  
Run a Macro  
Assign to a Keys, Buttons and Menus

#### **Objects**

Insert and Format Objects and Charts  
Hyperlinks  
Links to other Applications

#### **Web Pages**

Web Page Templates  
Create and Edit a Web Page  
Themes, Backgrounds and Frames  
Hyperlinks  
Scrolling Text, Sounds  
Creating a Form

#### **E-mail**

Create and Send E-mail  
Change Message Priority and Options  
Attach Files

**This course outline is a guide. All our courses can be tailored to customer requirements.**

### Target Audience

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Delegates wishing to investigate the more powerful and advanced features of Word 2003.

### Assumed Knowledge

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Delegates should be familiar with the basic features of Word 2003, and should have some experience of the topics covered in our Introductory and Intermediate courses, either from attending these courses or by knowledge gained from their own experience.