



**Airhouse Studios**

## **Word 2003 Intermediate Course**

### **Course Aims**

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This course allows the delegate to experience, in a very practical way, the power of Word 2003. By the end of the course, the user will be competent with the following skills:

### **Course Outline**

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#### ***Multiple Documents***

Switching Between Documents  
Cut, Copy and Paste  
Insert a Document into Another  
Headers and Footers  
Line and Page Numbering  
Create and Edit Footnotes

#### ***Tables***

Create  
Format and Delete  
Insert and Delete Columns and Rows  
Change Column Width and Row Height  
Convert Text to a Table  
Formulas  
AutoFormat  
Nested Tables  
Merge and Split cells  
Sort

#### ***Desktop Publishing***

Insert ClipArt and WordArt  
Insert and Delete a Picture  
Move and Re-size a Picture  
Click and Type  
Picture Bullets  
Create and Link Text Boxes  
AutoShapes and Drawing Objects  
Align and Group Objects

#### ***Document Manipulation***

Change Paper Size  
Print Specific Pages and Selected Text  
Force a New Page  
Widows and Orphans  
Margins  
Centre a Document Vertically

#### ***Word Options***

Document Summary and Statistics  
Versions  
Recover Lost Work  
Add, Edit and Delete Passwords  
Read Only Documents

#### ***Mail Merge***

Create and Edit a Main Document  
Create and Edit a Data Source  
Merge Documents  
Query a Data Source  
Merge to Labels and Envelopes

#### ***Advanced Tools***

Format Painter  
Advanced Formatting  
Thesaurus  
AutoCorrect  
Shortcut Menus  
Sorting Text

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

### **Target Audience**

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This course is aimed at anyone who has some experience of Word 2003 and wishes to examine some of the more advanced features.

### **Assumed Knowledge**

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Delegates should be familiar with the basics of Word 2003, either from attending our Introductory course or knowledge gained from their own experience.