

Microsoft Word 2002 – Level 2

Course Objectives

The objectives of this courseware are to provide you with a brief review of Microsoft Word basics. This courseware will also introduce you (as an experienced user) to the **intermediate features** of Word. Upon successful completion of this courseware, you will be able to:

- add headers and footers
- work with columns
- work with tables
- insert graphics
- perform mail merges

Courseware Outline

Working with Tables

Working with Tables

- Drawing a Table
- Inserting a Table

Working with Text

- Selecting Items in the Table

Formatting the Table

- Using AutoFormat
- Modifying the Borders and Shading
- Adjusting the Width or Height
- Inserting & Deleting Rows/Columns
- Merging and Splitting Cells

- Aligning or Rotating Text

Converting Text to a Table

Adding Formulas

- Specifying Math Formulas

Formatting Documents

Objectives of Section 2

Headers and Footers

- Creating Headers and Footers
- Alternating Headers and Footers

Formatting with Styles

- Creating Styles
- Applying Styles to Text
- Modifying Styles
- Deleting Styles

Controlling the Text Flow

- Using Section Breaks

Working with Columns

- Modifying the Columns

Working with Objects

Objectives of Section 3

Inserting Pictures

- Inserting Pictures from a Disk

Manipulating Pictures

- Sizing a Picture
- Changing the Properties for a Picture
- Moving a Picture

Working with Chart Objects

- Creating Charts Using a Datasheet
- Customizing Charts
- Changing the Chart Type
- Modifying Chart Objects

Drawing Diagrams

Collaborating with Others

Comparing Documents

Sending a Document for Review

- Routing Documents
- Inserting Comments
- Tracking Revisions

Working with Multiple Versions

- Creating Multiple Versions
- Opening Earlier Versions of Documents
- Deleting One or More Versions
- Saving Versions as Separate Files

Protecting Documents

- Adding a Password to a Document
- Removing or Changing Passwords
- Protecting the Document from Any Changes

Merging Documents

What is Mail Merge?

- Using an Existing Merge File

Merging to Envelopes or Labels

- Merging to Envelopes
- Merging to Labels

Customizing Tools

Customizing Word

Customizing the Toolbars

- Selecting a Toolbar Layout
- Displaying Additional Icons
- Changing an Existing Toolbar Layout
- Creating a New Toolbar Layout

Customizing Menus

- Customizing Existing Menu Layouts
- Creating a New Menu

Customizing Shortcut Keys