

Refine-IT

Course outline for Word 2000 - Intermediate

Overview and Goals - to be able to enhance professional word processing documents competently

Objectives - to visually enhance a document by using Word's automatic features

Who Should Attend - users with experience of Word

Enhancing a Document

- Inserting headers and footers
- Manipulating page numbers
- Inserting the date and time
- Applying shading
- Adding a border
- Using Auto correct
- Executing spelling / grammar features

Modifying a Document Visually

- Creating newspaper columns
- Modifying columns
- Inserting a drawing object
- Modifying a drawing object
- Using and editing WordArt
- Creating charts
- Creating a watermark

Creating Tables

- Creating and formatting a table
- Adding borders and shading
- Resizing a table
- Merging cells
- Modifying rows and columns
- Rotating text in a table

Mail Merge

- Understanding mail merge
- Creating a main document
- Creating a data source
- Modifying the main document
- Modifying the data records
- Creating a merged document
- Sorting records
- Creating tables from records
- Creating labels by merging address lists



If you would like to know more about any of the topics please contact Marie on 01689 877117 or marie@refine-it.co.uk

Many more courses are available including MS Outlook, Internet, Excel, Project, Access, PowerPoint, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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