

# Refine-IT

## Course outline for Word 2002 - 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

### ***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



### ***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

### ***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](mailto: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

**[www.refine-it.co.uk](http://www.refine-it.co.uk)**