

# **SELSIUS™**

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## **CORPORATE & CAREER TRAINING**

**Word 2003 Level II**

**6.5 Hours**

### **Objectives:**

Word 2003 Level II is the second in a series of seminars in Word 2003 training. It covers intermediate level Word functions and features. Trainees will learn to:

- Set and modifying tabs
- Create and modify tables to organize text
- Use templates and wizards to create consistent documents
- Use the forms toolbar to create a basic form
- Use automated features to streamline repetitive tasks
- Use numbers and bullets to create effective lists
- Insert graphics and symbols to add visual appeal to documents

### **Outline:**

- Tabs: using, setting, moving, clearing, and deleting tabs and leader tabs
- Working with Tables: creating and navigating tables, entering text, using Table AutoFormat and the Draw Table button, gridlines, and converting text into a table.
- Editing a Table: selecting tables, inserting and deleting rows/columns, merging and splitting cells, rotating and aligning text, table properties, and borders and shading.
- Using Templates & Wizards: creating, modifying & deleting templates, using wizards
- Using Forms: creating and protecting forms, defining text form, check box, and drop-down forms fields, and saving a form as a template.
- Using AutoCorrect: setting AutoCorrect options & exceptions, using the AutoCorrect Options button, creating, changing, and deleting AutoCorrect entries.
- Using Numbers & Bullets: creating and working with numbered or bulleted lists, changing number/bullet styles, and bulleting/numbering multilevel lists.
- Inserting Symbols & Graphics: inserting date/time, symbols, special characters, and pictures, using WordArt, Advanced Layout options, and watermarks.
- Appendices: Using formulas in tables and customizing Word preferences.