

SELSIUS™

CORPORATE & CAREER TRAINING

Word 2003 - Level III

6.5 Hours

Objectives:

Word 2003 Level III is the third in a series of seminars in Word 2003 training. It covers advanced Word functions and features. Trainees will learn to:

- Use and create styles for consistent formatting
- Create columns and sections to control document layout
- Use revision tracking to manage large document editing and formatting
- Format sections and breaks to control document flow
- Create a Table of Contents and an Index to help readers locate information quickly
- Insert bookmarks to aid in document navigation
- Create footnotes and endnotes to properly reference sources
- Create and use outlines and master documents to better organize long documents
- Create macros to automate tasks

Outline:

- Using Styles: revealing, applying, creating, editing, clearing and deleting styles
- Using Section Breaks: working with section, page, continuous, odd/even, and automatic section breaks
- Using Newsletter-Style Columns: creating, modifying, & navigating newsletter-style columns
- Tracking Revisions: setting, enabling, and disabling track changes, routing & merging documents, reviewing/accepting/rejecting changes
- Formatting Long Documents: using text overflow options, entering/inserting summary information, creating section headers & footers, viewing the document map, and using AutoSummarize
- Creating a Table of Contents: generating & using Table of Contents, using, viewing, and updating TOC field codes, and using outline levels
- Creating an Index: generating, using & updating index entries, and cross-referencing
- Using Bookmarks: creating, viewing, deleting, cross-referencing, & deleting bookmarks
- Using Footnotes & Endnotes: using, inserting, viewing, moving, & deleting notes
- Using Macros: recording, running, editing and deleting a macro
- Appendix: Creating Master Documents