

Word Orientation

- Starting Word
- The Word 2003 Screen
- Using Menu Commands
- Using Keyboard Shortcuts
- Using the Toolbars
- Using Shortcut Menus
- Using the Ruler
- The Status Bar
- Exiting Word

Working with a Document

- Opening a Document
- Navigating with the Keyboard
- Scrolling through a Document
- Document Views
- Page Zooming
- Simple Editing
- Formatting Marks
- Saving a Document
- Print Preview
- Printing a Document
- Closing a Document

Creating a Document

- Creating a Blank Document
- Typing Text
- Typing Numbers
- Inserting a Date
- Spelling & Grammar Checking
- Saving a New Document
- Creating a Document Based on a Template

Working with Text

- Selecting Text Using a Mouse
- Selecting Text Using the Keyboard
- Insert & Overtyping Modes
- Deleting Text
- Cutting & Pasting
- Copying & Pasting
- Find & Replace
- Using Undo

Formatting Text

- Quick Alignment
- Bullets & Numbers
- Indents
- Quick Fonts
- Changing the Text Colour
- Using the Format Painter
- Line Spacing
- Paragraph Spacing

Working with Tabs

- Using Default Tabs
- Setting Tabs on the Ruler
- Modifying Tabs on the Ruler
- Using the Tabs Dialog Box
- Tab Leaders

Creating Tables

- Creating a Table
- Adding Data to a Table
- Inserting Columns & Rows
- Deleting Columns & Rows
- Changing Column Widths
- Shading & Colouring Cells
- Modifying Borders
- AutoFormatting a Table

Pictures

- Insert a picture from a file
- Insert clip art
- Wrap text around a picture
- Resize and move a picture
- Crop a picture

Diagrams and drawings

- The drawing toolbar
- The drawing canvas
- Add drawing objects
- Duplicate drawing objects
- Connect objects
- Align objects
- Evenly space objects
- Group objects
- Format and colour objects

Drawing tables

- Uses for tables
- The tables and borders toolbar
- Repeat header rows
- Resize a table
- Align a table on the page
- Wrap text around a table

Merging

- The 6 Step merge process
- Select the starting Document
- Select recipients
- Write the document
- Preview the Merge
- Perform the Merge

Styles

- Styles explained
- Use the styles and formatting task pane
- Apply a style to text
- Create a new style
- Style types
- How styles cascade
- Styles and templates
- Modify an existing style
- Create numbered styles
- Create a list of styles for use in a template
- Protect styles

Sections

- Types of section breaks
- Insert a section break

Headers & footers

- Insert headers and footers
- The header and footer toolbar
- Use section breaks to change headers and footers

Page orientation

- Change page orientation of document
- Change page orientation of individual pages

Page numbering

- The status bar
- Insert page numbers
- Restart page numbering

Using Word Automatics

- Creating AutoText Entries
- AutoComplete Entries
- Using AutoCorrect
- AutoFormatting Text
- Adding AutoText to a Template
- Inserting a date
- Automatic Page Numbering

Importing

- Pasting a Worksheet
- Linking a Worksheet
- Inserting a Document
- Import a Database Table
- Importing a Chart

Managing Styles

- Copy Styles to another Document
- Applying Copied Styles
- Save a Style to the Active Template
- The Style Gallery
- Changing the Root Style

Columns

- Creating Columns
- Specifying Column Settings
- Balancing Column Text

WordArt

- Creating WordArt
- Editing WordArt
- Moving & Resizing WordArt
- Using WordArt Tools
- Formatting WordArt

Longer Documents

- Bookmarks
- Footnotes & Endnotes
- Table of Contents
- Updating Page Numbering
- Marking Index Entries
- Creating a Concordance File
- Deleting Index Entries
- Creating an Index
- Marking Citations
- Table of Authorities

Outlining

- Create a Document in Outline View
- Working with an Outline
- Outline Numbering
- Outlining an Existing Document
- The Document Map
- Assign Outline Levels to Paragraphs

Merging Techniques

- Performing a Conditional Merge
- Sorting a Merge
- Merging from Another Data Source
- Using IF for Merging
- Skipping Records
- Merging Statistics
- Merge Fields that Prompt for Information
- Merging with Prompts

Macros

- Understanding Word Macros
- Setting a Macro Security Level
- Recording a Simple Macro
- Running a Macro
- Assigning a Macro to a Toolbar
- Modifying a Macro Tool
- Assigning a Macro to a Menu
- Assigning a Macro to a Shortcut Menu
- Creating s Custom Pull down Menu
- Running a Macro
- Editing a Macro
- Deleting a Macro
- Removing References to Macros
- Creating a Macrobutton Field

Prompting Fields

- Using the FILLIN Field
- Typing Fields into a Document
- Activating Fields
- Using the Ask Field
- Using REF to display Bookmarks
- Activating Prompting
- Fields Automatically