

Training Course Specification

Course: Microsoft Word XP 2002 Level 3; Advanced

Duration: One-Day

- COURSE OBJECTIVES:**
- Create and save documents for easy retrieval
 - Insert and delete text to edit a document
 - Move, copy, and replace text
 - Modify text for emphasis
 - Learn document and paragraph formatting
 - Set and remove tab stops to enhance document appearance
 - Use margins, indents, bullets, and numbering to change text layout
 - Create web pages and convert documents to web pages

WHO SHOULD ATTEND: Microsoft Word XP combines a powerful word processing application with the user-friendly atmosphere of Windows 98. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems Windows 98/NT/2000/ME

COURSE CONTENT

1 SORTING AND MERGING TEXT AND DATA

SORTING
MERGING
EXERCISE

2: WORKING WITH FORMULAS, WORKSHEETS, AND CHARTS

CALCULATING IN TABLES
USING FORMULAS
USING WORKSHEETS
CREATING AND MODIFYING WORKSHEETS
EMBEDDING EXISTING EXCEL WORKSHEETS
WORKING WITH CHARTS
IMPORTING AND COPYING DATA INTO A DATASHEET

3: INTRODUCTION TO MACROS

RECORDING AND RUNNING MACROS
MANAGING MACROS
DELETING MACROS

4: ENHANCING DOCUMENTS

WORKING WITH GRAPHICS
MODIFYING GRAPHICS
POSITIONING AND DELETING GRAPHICS
USING ADVANCED ENHANCEMENT TECHNIQUES
INSERTING SPECIAL CHARACTERS
INSERTING WATERMARKS
FRMATTING FIRST PAGES

3: REVIEWING DOCUMENTS

ABOUT SAVING VERSIONS OF A DOCUMENT
DOCUMENT COMPARE
TRACKING CHANGES
TURNING OFF DISPLAY OF REVISION MARKS

APPENDIX A: WHAT'S NEW IN WORD XP?

THE OFFICE TASK PANES
SMART TAGS
PASTE OPTIONS SMART TAGS
AUTOCORRECT OPTIONS
OTHER NEW FEATURES RELEVANT TO WORD
DOCUMENT RECOVERY

APPENDIX B: WHAT'S NEW IN OFFICE XP?

APPENDIX B; WHAT'S NEW IN OFFICE XP?
NEW OFFICE XP FEATURES COMMON ACROSS APPLICATIONS
SMART TAGS
AUTOCORRECT OPTIONS
OFFICE XP CLIPBOARD
OFFICE EMAIL INTRODUCTION
OTHER NEW FEATURES IN OFFICE XP
DOCUMENT RECOVERY AND SAFER SHUTDOWN
