

Word 2002 (XP) Intermediate

1 day course

Overview

Students will learn intermediate Word 2002 skills, including how to create templates, manage table data, create a newsletter, send form letters, create a Web page, and manage document changes.

Prerequisites

Word 2002 Introduction or equivalent knowledge.

Benefits

Students will be able to create templates, manage table data, create a newsletter, send form letters, create a Web page, and manage document changes using Word 2002.

Target student

Someone who is comfortable with the Windows environment, and has a thorough understanding of basic Word 2002 skills, specifically how to create, edit, format, and print standard business documents complete with tables and graphics.

What's next

Word 2002 Intermediate is the second course in this series. Students who would like to expand their knowledge can take Word 2002 Advanced.

Course Content:

Creating and Modifying Templates

- Apply Styles
- Modify Styles
- Create User-Defined Styles
- Create a Template from an Existing Document
- Managing Tables and Table Data in Documents

Managing Tables and Table Data in Documents

- Convert Tabbed Text into a Table
- Merge Cells in a Table
- Open an Excel Table in Word
- Sort Table Data
- Perform Calculations in Tables
- Create and Modify a Chart Based on Word Table Data
- Link Excel Data in a Word Table

Adding Graphics

- Insert a Clipart Image
- Add an Auto Shape
- Insert WordArt
- Insert an Organization Chart

Creating a Newsletter

- Create a Document Section
- Format Text into Newsletter Columns
- Control Column Text Flow
- Wrap Text Around a Graphic
- Create Envelopes and Labels

Sending Form Letters

- Select the Main Document Type
- Select the Data Source
- Insert Merge Fields
- Merge and Preview Form Letters
- Create Mailing Labels

Creating a Web Page

- Create a Web Page using a Template
- Preview a Web Page in a Browser
- Create a Hyperlink in a Web Page
- Edit a Hyperlink in a Web Page
- Apply a Theme to a Web Page

Managing Document Changes

- Use Comments in Word Documents
 - Compare and Merge Documents
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