

## Microsoft Word 03 Level 1 – Getting Going

***Duration: ½ day***

### Course Content

- The Interface/Screen
- Entering Text
- Formatting Text
- Saving Files
- Cut, Copy and Paste
- Spell Check
- Margins and Page Set-up
- Printing

## Microsoft Word 03 Level 2 – Working More Efficiently

***Duration: ½ day***

### Course Content

- Working with Bullets and Numbering
- Using Existing Styles
- Using the Outline View
- Headers and Footers
- Page Numbering
- Using Tabs
- Using Auto Text

## Microsoft Word 03 Level 3 – Tabs, Tables & Templates

***Duration: ½ day***

### Course Content

- Using Tabs
- Defining Tabs
- Creating Tables
- Formatting Tables
- Money Columns
- Basic Calculations in Tables
- Creating Templates

## Microsoft Word 03 Level 4 – Mail Merge & E Forms

***Duration: ½ day***

### Course Content

- Using Mail Merge
- Managing your Mail Merge Database
- Mail Merge via Email
- Creating Electronic Forms
- Saving as Form Templates

## Microsoft Word 03 Level 5 – Working with Large Documents

***Duration: ½ day***

### Course Content

- Using and Creating Styles
- Working in Outline Mode
- Adding Bookmarks
- Adding Hyperlinks
- Creating a Table of Contents
- Using Indexes

## Microsoft Word 03 Level 6 – Working with Graphics

***Duration: ½ day***

### Course Content

- Using Graphics
- Working with Word Art
- Using Autoshapes and diagrams
- Creating and Importing Charts
- Using the Drawing Tools
- Preparing documents for the Internet/Intranet
- Using Web Themes in your document