

**Delivery Method:** Instructor-led Classroom Learning

**Duration:** 1.00 Day(s)

**Pre-requisite(s)**

Word 2003/2007 – Beginners, or equivalent experience

**Overview:**

Students will learn a range of Word 2003/2007 features incorporating intermediate layout and proofing tools.

**Outline:**

<b>Review of Basics</b>	Formatting Moving and copying Indents Saving files and creating folders from within Word
<b>Working with Templates</b>	Using template wizards Creating and saving personal templates Using templates
<b>Proofing Tools</b>	AutoCorrect Thesaurus Advanced Find and Replace Change Case Non-Printing Characters
<b>Styles and AutoText</b>	Applying and displaying styles Creating custom styles Making changes to styles Saving styles in a template AutoText entries
<b>Pagination</b>	Controlling paragraph spacing Page/Section breaks Page numbering Variable headers and footers
<b>Tables</b>	Creating a simple table using tabs Creating tables Borders and shading Calculations Sorting
<b>Bullets and Numbering</b>	Changing bullet styles Multi level numbering
<b>Columns</b>	Creating and using columns
<b>Graphics</b>	Using WordArt, Text boxes, Diagrams, ClipArt

**Next Steps:**

Word Advanced

Tel: 01905 676108  
Email: [enquiries@in2it-training.co.uk](mailto:enquiries@in2it-training.co.uk)  
Web Site: [www.in2it-training.co.uk](http://www.in2it-training.co.uk)