

## Microsoft Word 2002

Course Level	: Intermediate
Course Duration	: 2 days
Prerequisites	: Attendance on Introduction course or equivalent experience

### ▼ Course Content

- Course Objectives
- Revision Exercises
- Document protection
  - Setting Passwords
  - Recommending a file as Read-only
  - Opening a copy of a file
- Sorting
  - Columns
  - Paragraphs
- Working with Multiple documents
  - Switching between documents
  - Viewing open documents
  - Copying information between documents
- Using AutoFormat
- Using AutoComplete
- Using Auto Summarize
- Using AutoText
  - Creating an entry
  - Using an entry
- White Space
- Running a mail merge
  - Creating the merge document
  - Creating the merge datafile using standard fields
  - adding fields
  - moving fields
  - Validating the merge document
  - Merging to a new document
  - Merging to a printer
- Columns
  - Creating columns
  - Using columns



- Changing column width
- Move & Copy
- What is a bookmark?
  - Creating
  - Using
- Tracking Changes
  - Setting the colour
  - Accepting the changes
  - Adding a comment
- Document versions
  - Saving a version
  - Adding comments
  - Opening a version
  - Automatically saving a version
- Working with Graphics
  - Inserting an Image
  - Resizing an Image
  - Inserting a frame
  - Setting a border
  - Fill the Image
  - Setting the Text Wrap
  - Inserting Objects
  - WordArt
  - Watermarks
  - Comperssing Size
  - Drawing Canvas
- Maths
  - In tables
  - Calculation principles
- Task Panes
  - Search Task Paine
  - Clipboard Task Paine
  - Styles & Formatting Task Paine
- Buttons & Toolbars
  - Line Spacing
  - Word Count
  - Multiple Paste
- Document Map
- File Management
- Workshop
- Recovery