



This class is for current Word users who are ready to go beyond the basics and create more complex professional looking documents.

In Word 2003 Intermediate you will work with bulleted, numbered and outlined lists. You will create and modify custom tabs and indents and you will discover the versatility of tables. You will also work with styles and learn how they provide shortcuts and consistency in formatting your documents.

If you can already create, save and print basic documents, this class will take you to the next level of word processing.

Microsoft Office Word 2003 Intermediate is a four-hour class.

PREREQUISITES

- Introduction to Windows or Equivalent Experience
- Microsoft Office Word 2003 Introduction

CONTENT

- Understand the difference between character and paragraph formats
- Set, delete and move a tab stop
- Type a bulleted and numbered list
- Indent paragraphs using indent, first line indent and hanging indent
- Use the new line command
- Create a table
- Navigate and type data in a table
- Adjust column widths
- Align a table
- Select and format items in a table
- Insert and delete table columns and rows
- Control table borders and gridlines
- Use AutoFormat to automatically format a table
- Understand, create, apply and update a style
- Insert page numbers
- Change document defaults
- Open a document as a Copy