



This course is designed for people who intend to go beyond the basics of Microsoft Office Word 2003. If you use long or complex documents, you quickly become interested in timesaving techniques and more sophisticated ways to deal with complex documents.

In this class you will learn perplexing issues regarding document sections, hyphenation, page breaks, and headers and footers. You will also learn to use templates and styles, both of which help you produce and format documents faster. Templates and styles also ensure document consistency and accuracy. You will create and use custom templates, define and edit styles, and add styles to templates. Finally, you will learn to create basic macros to automate repetitive tasks, and customize toolbars to include buttons you use most.

This class will prepare you for more advanced classes like Advanced Document Formatting. This class will eliminate the frustration that comes with complex document production.

Microsoft Office Word 2003 – Section Formatting and Templates is a 4-hour class.

#### PREREQUISITES

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

#### CONTENT

- Divide documents into sections
- Center text vertically on a page
- Hyphenate words (auto hyphenation, non-breaking spaces, non-breaking hyphens, optional hyphens)
- Control page breaks
- Create headers and footers
- Use multiple headers and footers in the same document
- Navigate efficiently in a long document
- Find and replace text
- Create and use a custom template
- Define and edit styles
- Add styles to templates
- Create and use basic macros
- Add a macro to a template
- Assign and use shortcut keys
- Create toolbars and toolbar buttons

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