



# Word 2003 Intermediate

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## **Prerequisites**

Word 2002 Introduction or equivalent skills. Must be able to create, save, open, preview, and print a document. Should be able to cut, copy, and delete text. Ability to set margins and tabs is required.

**Duration** 1 day(s)

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## **Working with Tables**

- Creating a Table
- Using the Draw Table Tool
- Entering Text into a Table
- Selecting Parts of a Table
- Inserting Columns, Rows, and Cells
- Adjusting Column Width
- Adjusting Row Height
- Using AutoFit
- Deleting Tables, Columns, Rows, and Cells
- Copying, Moving, and Resizing Tables

## **Formatting Tables**

- Sorting Tables
- Applying Borders and Shading using the Dialog Box
- Applying Borders and Shading using the Toolbar
- Merging and Splitting Cells
- Changing Text Alignment
- Rotating Text in a Table
- Using AutoFormat in a Table
- Creating Formulas and Using Functions
- Using the Table Tab of the Table Properties Dialog Box
- Using the Cell Tab of the Table Properties Dialog Box
- Working with Nested Tables

## **Using Special Text Features**

- Inserting Symbols
- Creating and Inserting AutoText
- Changing and Removing AutoText Entries
- Replacing Document Text
- Using Navigational Tools

## **Working with Borders and Graphics**

- Applying Page Borders
- Applying Paragraph Borders and Shading
- Drawing and Modifying Lines and Objects
- Using the Drawing Grid

## **Working with Sections**

- Creating a Section
- Changing Paper Size and Orientation

- Changing Vertical Alignment
- Creating Headers and Footers
- Creating Columns

### **Working with Special Features**

- Creating Bulleted and Numbered Lists
- Modifying Bulleted and Numbered Lists
- Creating a Numbered Outline
- Creating and Modifying Footnotes and Endnotes
- Editing Footnotes and Endnotes

### **Creating Merge Documents**

- Defining Merge Terms
- Merging Existing Documents
- Creating a Mail Merge
- Working with the Data Source
- Working with the Main Document
- Merging Documents
- Using the Mail Merge Toolbar

### **Editing and Enhancing Merge Documents**

- Modifying Records in the Data Source
- Customizing the Data Source
- Creating Mailing Labels
- Filtering and Sorting the Data Source