



Refine-IT

Outline for MS Word 2000 - Intermediate

Overview and Goals - to be able to enhance professional word processing documents competently

Objectives - to visually enhance a document by using Word's automatic features

Who Should Attend - users with experience of Word

Enhancing a Document

- Inserting headers and footers
- Manipulating page numbers
- Inserting the date and time
- Applying shading
- Adding a border
- Using Auto correct
- Executing spelling / grammar features

Creating Tables

- Creating and formatting a table
- Adding borders and shading
- Resizing a table
- Merging cells
- Modifying rows and columns
- Rotating text in a table

Modifying a Document Visually

- Creating newspaper columns
- Modifying columns
- Inserting a drawing object
- Modifying a drawing object
- Using and editing WordArt
- Creating charts
- Creating a watermark

Mail Merge

- Understanding mail merge
- Creating a main document
- Creating a data source
- Modifying the main document
- Modifying the data records
- Creating a merged document
- Sorting records
- Creating tables from records
- Creating labels by merging address lists

If you would like to know more about any of the topics please contact

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