



Training Solutions, Inc.

Creating Reports with Microsoft Word XP Course Outline

Section 1 - Working with Pictures

- Insert Pictures
- Picture Toolbar
- Size/Move/Delete Pictures
- Watermarks
- Digital Pictures
- Borders
- Page Borders
- Drawing Objects
- Text Boxes
- Size/Move/Delete Objects
- Lines

Section 2 - Working with WordArt and Columns

- WordArt
- Edit WordArt Objects
- Shadow Colors and Settings
- Columns
- Insert a Picture in Columns
- Drop Caps
- Lines Between Columns

Section 3 - Applying Styles

- Existing Styles
- Modify Styles
- Create a New Style
- Apply the Style
- Save a Style
- Delete a Style
- Styles in Templates
- Style Organizer
- Open/Close the Style Area

Section 4 - Templates

- The Normal Template
- Locate a Template
- Create a Template
- Use the Template
- Edit a Template
- AutoNew macro

Section 5 - Macros

- Create a Macro
- Assign the Macro
- Play the Macro
- Keyboard Shortcuts

Section 6 - Brochures

- Layout
- Columns
- Cover
- Inside Flap
- Center Back
- Front Cover
- Preview
- Editing
- Second Page
- Finishing Touches

Section 7 - Publishing

- Headers/Footers
- Section Break
- Same as Previous
- Odd/Even Headers
- Create a Table of Contents
- Add a Title Page
- Remove Headers/Footers
- Renumber Pages
- Create an Index