



Training Solutions, Inc.

## Advanced Microsoft Word 2002 Course Outline

### Section 1 - Word 2002 Review

- What's New in 2002
- Task Pane
- Ask a Question box
- Smart Tags
- Menu Settings
- Toolbar Settings
- Tools Options
- Creating a Report
- Working with Page Numbers
- Working with Headers and Footers

### Section 2 - Adding Graphics

- Insert Pictures
- Picture Toolbar
- Size/Move/Delete Pictures
- Digital Pictures
- Watermarks (Washout setting)
- Text Wrapping
- Page Borders

### Section 3 - Applying Styles and Templates

- Existing Styles
- Modify Styles
- Create a New Style
- Save a Style
- Delete a Style
- Styles in Templates
- Style Organizer
- Open/Close the Style Area
- The Normal Template
- Locate a Template
- Create a Template
- Use the Template
- Edit a Template

### Section 4 - Tables and Columns

- Tables and Borders
- Tabs in Tables
- Columns
- Hyphenation

### Section 5 - Publishing

- Headers and Footers
- Section Breaks
- Odd/Even Headers/Footers
- Different First Page Headers
- Table of Contents
- Title Page
- Page Number Formats
- Renumber pages
- Regenerate a Table of Contents
- Mark Text for an Index Entry
- Generate an Index