



Training Solutions, Inc.

Microsoft Word 2002 Intermediate Course Outline

Section 1 - Working with Columns

- Format Columns
- Center the Title
- Type in Columns
- Insert Column Break
- View Print Layout
- Using the Toolbar
- Section Breaks

Section 2 - Tables and Tabs

- Table Design
 - Define a Table
 - Insert a Table
 - Sizing a Table
 - Remove Borders
 - Gridlines
- Set, move and clear tabs
 - Use the Ruler
 - Use the Menu
 - Dot Leader Tabs
 - Decimal Tabs
 - Restore Default Tabs

Section 3 - Calculations and Charting

- Calculate Rows/Columns
- View Formulas
- Update Fields
- Formulas
- AutoSum
- Move and Size a Table
- Charting in Word

Section 4 - AutoText and AutoCorrect

- AutoText
- Create a New Entry
- Playback AutoText
- AutoCorrect
- Disable Settings
- Exceptions

Section 5 - Merge Features

- Merging
- Data Source
- Main Document
- Save the Data Source
- Merge the Files
- Record Selection
- Sort the Data Records

Section 6 - Merge with Envelopes and Mail Labels

- Create a Merge Envelope
- Merge Envelope Format
- Envelope Button
- Mail Labels

Section 7 - Pictures

- Insert Pictures from ClipArt
- Size and move pictures
- Cut, copy and paste pictures
- Picture Toolbar
- Insert digital pictures
- Insert pictures from the Internet