



Professional Training Services

Building Better Microsoft Office Word 2003 Documents in Less Time

Who Should Attend: This course is suitable for individuals who are self taught in MS Word or have attended training in Word 97 or earlier versions. This has been designed as a quick route to save time when creating word documents.

Pre-Requisites: Delegates should have a working knowledge of MS Word 2003 or have attended our Microsoft Word 2003 Introductory course.

Course Length: Half Day

Delegates will learn:

- ◆ Selection Techniques
- ◆ Styles versus Formatting
- ◆ Tabs Unravalled
- ◆ Tables made Easy
- ◆ Section Breaks and Table of Contents

Selection Techniques

Alternatives to click and drag
Moving around the screen

Styles versus Formatting

Formatting shortcuts
Styles Explained
Creating and applying styles
Modifying Styles

Tabs Unravalled

6 Step Action Plan

Tables made Easy

Creating quick and stylish tables
Using formulas in tables

Working with large documents

Section breaks unravalled
Working with page numbers
Creating quick table of contents