

Word 2002: Intermediate

Course length: 1 day

Course Description

Overview: Students enrolling in this course will learn intermediate Word 2002 skills including how to create templates, manage table data, create a newsletter, send form letters, create a Web page, and manage document changes. It is also intended for persons desiring to prepare to be certified Microsoft Office User Specialist (MOUS) in Word.

Prerequisites: Students enrolling in this course should be familiar with personal computers, and know how to use Word 2002 to create, edit, format, and print standard business documents complete with tables and graphics. To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge: *Windows 2000: Introduction:* and *Word 2002: Level 1:*

Delivery Method: Instructor lead training.

Benefits: After taking this course, students will be able to create templates, manage table data, create a newsletter, send form letters, create a Web page, and manage document changes using Word 2002.

Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- You will create and modify custom templates, apply existing styles, and create a custom style.
- You will enhance a table by merging table cells, sorting and calculating table data, and creating charts based on various table data.
- You will insert, manipulate, and format graphic images.
- You will create a newsletter using columns, sections, and graphics.
- You will use the Mail Merge Wizard to mail merge form letters, complete with mailing labels.
- You will create a Web page, create and edit a hyperlink, as well as enhance a Web page by applying themes.
- You will include comments in a document and compare and merge documents.