

Introduction to Word-processing (Microsoft Word 2002)

Level 2

Course Information:

1. WordArt Techniques

1. Overview Of WordArt Techniques
2. Shape And Pitch
3. Alignment
4. Text Wrapping
5. Layout And Position
6. Applying Effects With The Drawing Tools

2. Pictures

1. Overview Of Pictures
2. Inserting Pictures From The Clip Collection
3. Scaling And Cropping A Picture
4. Changing The Colour
5. Layout And Text Wrap
6. Editing A Picture

3. Tabs, Bullets And Numbers

1. Tabs, Bullets And Numbers Overview
2. Working With Existing Tab Stops
3. Setting New Tab Stops
4. Using New Tab Stops
5. Modifying Tab Stops
6. Creating Bullets
7. Creating Numbered Lists

4. Tables

1. Table Overview
2. Creating A New Table
3. Entering Data Into A Table
4. Changing Heights And Widths
5. Inserting And Deleting Columns And Rows
6. Changing Alignments And Formatting Text
7. Borders And Shading
8. Using The Toolbar To Create A Table
9. AutoFormatting A Table

5. Working With Columns

1. Working With Columns Overview
2. Inserting Columns In A Document
3. Changing Column Widths And Settings

4. Changing Column Widths Using The Ruler
5. Adding A Heading Across Columns
6. Balancing Text At The Bottom Of Columns

6. Merging

1. Selecting The Starting Document
2. Selecting Recipients
3. Writing The Letter
4. Previewing The Merge
5. Performing The Merge.
6. Merging To Labels

7. Working With The Page

1. Working With The Page Overview
2. Changing Page Margins
3. Changing Paper Size And Orientation
4. Adding Headers And Footers
5. Inserting Document Information
6. Inserting Page Numbers
7. Inserting Page Breaks

8. Document Security

1. Overview Of Document Security
2. Creating A Password-Protected Document
3. Opening A Protected Document
4. Removing A Password
5. Creating A Write-Protected Document
6. Creating A Read-Only Document
7. Using Hidden Text

Bay Connect Bundaberg

Level 1 Volunteer House,
78 Woongarra Street
PO Box 1097
Bundaberg QLD 4670
Ph: (07) 4151 6644
Fax: (07) 4151 5054

Email: info@widebayvolunteers.org.au
Web: www.widebayvolunteers.org.au

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