

Word 2002 Level 2 Outline

COURSE REQUIREMENTS
COMPONENTS OF THE MANUAL
TRAINING FILES
WHAT'S NEW IN WORD 2002?

LESSON 1 - TEMPLATES AND STYLES

- 1.1 USING EXISTING TEMPLATES
- 1.2 CREATING A TEMPLATE
- 1.3 MODIFYING A TEMPLATE
- 1.4 APPLYING STYLES
- 1.5 CREATING A NEW STYLE
- 1.6 MODIFYING A STYLE

LAB 1 – ON YOUR OWN

LESSON 2 - COLUMNS AND TABLES

- 2.1 CREATING COLUMNS
- 2.2 ADDING A COLUMN BREAK
- 2.3 MODIFYING COLUMN LAYOUT
- 2.4 CREATING A TABLE
- 2.5 INSERTING ROWS AND COLUMNS
- 2.6 **DELETING** ROWS AND COLUMNS
- 2.7 MODIFYING TABLE BORDERS
- 2.8 ADJUSTING COLUMN WIDTH IN A TABLE
- 2.9 ADJUSTING ROW HEIGHT IN A TABLE
- 2.10 USING AUTOFORMAT
- 2.11 MERGING AND SPLITTING CELLS
- 2.12 CHANGING TEXT ORIENTATION AND ALIGNMENT

LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH GRAPHICS

- 3.1 ADDING CLIP ART
- 3.2 ADDING A PICTURE FROM A FILE
- 3.3 USING DRAWING TOOLS
- 3.4 RESIZING AND MOVING OBJECTS
- 3.5 FORMATTING GRAPHICS
- 3.6 INSERTING AND MODIFYING WORDART
- 3.7 USING AUTOSHAPES

LAB 3 – ON YOUR OWN

LESSON 4 - USING MAIL MERGE

- 4.1 SETTING UP A MERGE LETTER
- 4.2 SELECTING RECIPIENTS FROM A DATA SOURCE

- 4.3 WRITING YOUR LETTER
 - 4.4 PREVIEWING YOUR LETTER
 - 4.5 COMPLETING THE MERGE
 - 4.6 CREATING A RECIPIENT LIST
 - 4.7 MERGING LABELS
- LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH DOCUMENT SECTIONS

- 5.1 INSERTING A SECTION BREAK
 - 5.2 SETTING SECTION MARGINS AND PAGE ORIENTATION
 - 5.3 MODIFYING SECTION HEADERS AND FOOTERS
 - 5.4 MODIFYING PAGE NUMBERS IN A SECTION FOOTER
 - 5.5 REMOVING A SECTION BREAK
- LAB 5 – ON YOUR OWN

LESSON 6 - WORKGROUP COLLABORATION

- 6.1 TRACK CHANGES TO A DOCUMENT
 - 6.2 ACCEPT/REJECT CHANGES TO A DOCUMENT
 - 6.3 COMPARE AND MERGE CHANGES
 - 6.4 INSERTING COMMENTS INTO A DOCUMENT
 - 6.5 SAVING A DOCUMENT AS A WEB PAGE
- LAB 6 – ON YOUR OWN

INDEX