



Word 2003 2 Day Training

DESCRIPTION

Learn to effectively use Word 2003 for document production. The importance of understanding and using Word's Object Module in document planning is stressed. The use of company preferences, styles and proper conversion procedures are discussed in depth.

Note, the Agenda shown below is an approximation and may change from day to day.

WHO SHOULD ATTEND

Those already experienced in using Word but want to learn more about working with long, complex documents. This course is not intended for firms migrating from WordPerfect.

DURATION

2 days

Agenda

DAY 1

Introduction, What Makes Word Different – understanding Object programming,

How Word Works – introduction to styles, direct formatting and templates, the “three” normals

Word 2003 Environment – toolbars and menus, understanding options, understanding task panes

Working with Files – new document task pane, file management, document naming conventions, searching for files (search task pane)

Word Views

Getting Help – using Word's help features

Revealing Formatting – using the style viewing area and the reveal formatting task pane

Navigating – select browse feature, find and replace

Document Recovery – using the document recovery task pane

Using a Template (Letter) – including date fields, watermarks, envelopes

Basic Character/Paragraph formatting – direct vs. styled

Text Selection Techniques, Editing Text, Printing

Quick Number and Bullet Lists – why not format bullets and numbers, using styles

Moving/Copying – clipboard task pane, paste options button, copying from another document, what about WordPerfect

Auto Features – autocorrect and autotext

Proofing Tools

Working with Symbols

Understanding Formatting – viewing and applying character and paragraph formatting, understanding formatting options, creating signature lines, using the styles & formatting task pane

Document & Section Formatting – using the page setup screen, using page breaks

Word Sections – understanding how they affect a document

Headers & Footers – creating simple and complex, page numbering

DAY 2

Working with Styles – definition, firm standards, creating/modifying, overriding and deleting

Outline Numbering Styles – numbering solution, importance of firm standards, modifying

Table of Contents – importance of firm standards, creating, updating, changing format

Working with Tables – creating and editing, formatting using styles, simple calculations, sorting, outline numbering in a table - troubleshooting Tables

Cross Referencing & Bookmarks – how to use, troubleshooting issues

Footnotes & Endnotes – how to use, troubleshooting issues

Comparing Documents –blacking lining, important issues

Working with Client Documents – issues, sending to a lower version of Word, sending to a WordPerfect client, attaching firm standards to a client document

Conversion and Cleanup – why not file open or insert file, paste special unformatted, identifying a “bad” conversion, using conversion and cleanup tools