

MS WORD INTERMEDIATE

- 1 Arranging Text using Tables**
 - a. Inserting a table
 - b. Changing column widths and row heights
 - c. Inserting new columns and rows
 - d. Distributing columns and rows evenly
 - e. Merging and splitting cells
 - f. Applying formatting
 - g. Repeating heading rows
 - h. Splitting a table
- 2 Advanced Tables**
 - a. Converting a tabbed list into a table
 - b. Sorting table contents
 - c. Using table formulae
 - d. Features of the Tables and Borders Toolbar
 - e. Nesting one table within another
 - f. Drawing non-uniform tables
 - g. Using tabs within tables
- 3 Advanced Page Layout Tools**
 - a. Page layout for sections
 - b. Entering vertically within a section
 - c. Different headers and footers for different sections
 - d. Odd / Even Header and Footers
 - e. Newspaper columns
- 4 Utilising Automatic Features**
 - a. Understanding Word 2003 Automatic Features
 - b. AutoText
 - c. Autocorrect
 - d. Autoformat as you type
 - e. Autocorrect Options Smart Tag
 - f. Customising auto features to suit you
 - g. Create your own autotext entries
- 5 Adding Graphics to your document**
 - a. Inserting Clipart
 - b. Inserting picture files
 - c. Controlling graphic placement
 - d. The drawing canvas
 - e. Using drawing tools
 - f. Inserting diagrams
- 6 Forms and Document Protection**
 - a. Creating a layout for your form
 - b. Using Text, Checkbox and Dropdown form fields
 - c. Locking a form
 - d. Saving as a template
 - e. Password protection



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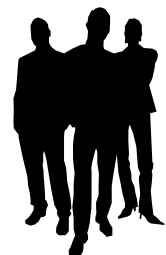
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