

SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

Intermediate Microsoft Word

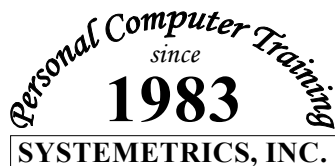
Duration: 1 day (6 hours)

Prerequisite(s): *Introduction to Microsoft Word* or equivalent experience

Environment: Microsoft Windows

Version(s): All versions through Word 2003. Taught using Word 2003. *(Starting with Word XP, the mail merge feature works differently than previous versions. Though this seminar will be taught using Word 2003, we will explain those differences.)*

Support: Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Word.



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Jan-07.

Who Should Take This Seminar: *Intermediate Microsoft Word* is designed for the student who already knows the basic features of Microsoft Word, such as creating, editing, copying text, moving text, saving and printing a document. Among the topics to be covered are document templates, mail merge, document formatting, tables, desktop publishing, and macros. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

In January, 2005, Systemetrics revised its Microsoft Word offerings. Experience showed us that most students have a basic knowledge of word processing from having created e-mails. Therefore, we revised the Introduction to Microsoft Word and Intermediate Microsoft Word seminars to cover more features and we eliminated the Intermediate Microsoft Word Level 2 seminar.

Seminar Outline

- I. Enhancing and Managing Documents**
 - A. Using templates and wizards
 - B. Indenting
 - C. Using AutoText and AutoCorrect
 - D. Keeping a paragraph on the same page
 - E. Keeping several paragraphs on the same page
 - F. Changing document default settings
 - G. Using and modifying automatic numbered lists
 - H. Creating and using styles
 - I. Marking and tracking revisions
 - J. Using captions and bookmarks
 - K. Using cross-references
 - L. Using sections to manage page numbering
- II. Desktop Publishing Features**
 - A. Creating and editing headers and footers
 - B. Using columns
 - C. Inserting a picture
 - D. Editing pictures
- III. Creating And Editing Tables**
- IV. Using Mail Merge**
 - A. Merging to form letters
 - B. Merging to mailing labels
 - C. Merging to envelopes
- V. Working With Macros**
 - A. Recording new macros
 - B. Running (executing) macros
 - C. Editing macros
- VI. Using Forms**
 - A. Creating and editing forms
 - B. Understanding form fields
 - C. Using forms