



Microsoft Word 2003 Intermediate

REVIEWING BASIC TEXT EDITING

- Selecting Text
- Cutting/Copying & Pasting Text
- Using Drag-&-Drop Editing
- Using Undo & Redo

INDENTING PARAGRAPHS

- Changing the Left Indent
- Indenting the First Line
- Creating a Hanging Indent
- Creating a Right Indent

SETTING TABS

- Using Tab Stops
- Setting Tab Stops
- Deleting & Moving Tab Stops
- Clearing All Tabs
- Creating a Leader Tab

USING STYLES

- Revealing Styles
- Applying Character & Paragraph Styles
- Creating a Character Style
- Creating a Paragraph Style
- Editing an Existing Style
- Clearing Formats & Styles
- Deleting a Style

USING NUMBERS & BULLETS

- Typing a Numbered or Bulleted List
- Adding Numbers or Bullets to Text
- Adding & Deleting an Item
- Removing Numbers or Bullets from Text
- Changing a Bullet or Number Style

USING HEADERS & FOOTERS

- Creating Headers & Footers
- Inserting Current Page Number & Date
- Creating a First Page Header/Footer
- Alternating Odd & Even Headers/Footers
- Setting the Starting Page Number

USING SECTION BREAKS

- Working with Section Breaks
- Inserting & Removing a Section Break
- Inserting a Continuous Break
- Inserting an Odd/Even Page Break
- Inserting Automatic Section Breaks
- Modifying a Section Break

INSERTING DATES & SYMBOLS

- Inserting the Date & Time
- Inserting Symbols
- Inserting Special Characters

WORKING WITH TABLES

- Creating & Navigating a Table
- Entering Text into a Table
- Inserting a Blank Line
- Using Table AutoFormat
- Hiding & Showing Gridlines
- Using the Draw Table Button
- Converting Text into a Table & vice versa

EDITING A TABLE

- Selecting a Table & its Components
- Inserting & Deleting Rows & Columns
- Merging & Splitting Cells
- Aligning & Rotating Table Text
- Changing Column Width & Row Height
- Distributing Rows & Columns Evenly
- Setting Table Properties
- Creating a Table Heading

USING BORDERS & SHADING

- Using Borders & Shading
- Adding & Removing a Border to a Page
- Adding & Removing a Border to a Table
- Adding & Removing Shading

USING ONLINE HELP

- Working with Online Help
- Viewing ScreenTips
- Using Help Contents & Index
- Using Help Window Features
- Using the Help Answer Wizard