

Microsoft®

# Word 2003 Course Outline

Intermediate Level – 6 Hours

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## **TEMPLATES**

- Create A Template
- Styles

## **TABLES**

- Edit Cells And Charts
- Excel Tables

## **GRAPHICS**

- Using GRAPHICS

## **TEXT**

- Insert Text
- Text Editing
- Text Formatting

## **ENVELOPES AND LABELS**

- Envelopes
- Labels

## **WEB PAGE CREATION**

- Create A Web Page
- Hyperlinks

## **MANAGING DOCUMENTS**

- Comments

## **PRINT**

- Page Display
- Printing The Document