

Word 2002 - Intermediate	
Overview	Students will learn further skills for using Word 2002.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge.  Word 2002: Basic or equivalent experience.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:</p> <ul style="list-style-type: none"> <li>• Create and format sections as multiple columns.</li> <li>• Modify tables by applying borders and shading, use the Table AutoFormat feature, and draw tables.</li> <li>• Import data from Excel into Word, link data from Excel by using the Paste Special feature.</li> <li>• Be aware of paragraph styles, and use the Outline feature, Document Maps, and AutoText entries.</li> <li>• Create headers and footers.</li> <li>• Insert graphics, files, WordArt, symbols, and watermarks in a document.</li> <li>• Use and customize templates to create consistent-looking documents.</li> <li>• Compare and merge documents, and work with comments.</li> <li>• Use advanced printing options, and print labels and envelopes.</li> </ul>

## Topics covered in the comprehensive manual

### Working with sections and columns

Creating sections  
Multiple columns  
Working with text in columns

### Formatting tables

Table formatting basics  
Applying borders and shading  
Using Table AutoFormat  
Drawing tables

### Working with imported data

Working with Excel data in tables  
Performing calculations in tables  
Moving tables

### Using styles and AutoText

Defining and applying styles  
Modifying and deleting styles  
Using styles to create outlines  
Using AutoText and AutoFormat

### Working with headers and footers

Creating different headers and footers  
Working with page numbering

### Working with graphics

Inserting graphics and files  
Inserting WordArt and symbols  
Creating watermarks  
Drawing in a document  
Applying borders and shading

### Introduction to templates

Using a template  
Creating a template

### Workgroup collaboration

Compare and merge documents  
Adding comments

### Printing options

Advanced printing options  
Printing labels and envelopes

### Appendix A: MOUS exam objectives map

Core exam objectives  
Expert exam objectives