



Microsoft Word Level 2

INSTRUCTOR:	Janice Williams jwilliams@dananaye.com	TELEPHONE:	(867) 668-6925 1-800-661-0448
LOCATION:	409 Black Street Whitehorse, Yukon Y1A 2N2	FAX:	(867) 668-3127
		EMAIL:	dnv@dananaye.com
	FEE:		\$250.00 + GST

COURSE INFORMATION

PREREQUISITES:

Prior experience using Word or Microsoft Word Level 1. Consultation with the instructor can be arranged to determine if you should attend this course.

COURSE DESCRIPTION:

This course is intended to teach you how to use the intermediate features of the Microsoft Word 2003 software program. Word 2003 is a word processor that offers the flexibility of being able to combine text, pictures, graphics, spreadsheets, and tables all in the same file. This course is instructor led and follows an easy-to-learn format using a course manual and takes advantage of in class exercises and examples to reinforce material covered.

COURSE GOALS:

The following topics will be covered:

- Format documents with styles
- Work with document templates
- Add headers and footers
- Add special characters
- Work with tables and perform math calculations
- Use borders and shading
- Insert graphics
- Work with columns
- Perform mail mergers
- Perform sorts
- Understand some basic concepts about working with macros
- Customizing Word

MAJOR COURSE OBJECTIVES:

The objectives of this course are to introduce experienced users to the intermediate features of Word for Windows.

COURSE FORMAT:

The course will be a combination of lecture, demonstration and lab time

COURSE REQUIREMENTS**ATTENDANCE AND PARTICIPATION**

Students are required to be in attendance for the duration of the course to receive a certificate.

QUIZZES:

N/A

ASSIGNMENTS:

In class excercises

DETERMINATION OF FINAL MARK:

N/A

TEXT AND MATERIALS:

A manual and data files are provided.

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/A

GRADES ON TRANSCRIPT:

N/A