



dANA NÄYE VENTURES COURSE OUTLINE

Microsoft Word Level 3

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COURSE LENGTH:	12 Hours		
FEE:	\$150.00 + GST		

COURSE INFORMATION

PREREQUISITES:

Prior experience using Word or Microsoft Word Level 2. Consultation with the instructor can be arranged to determine if you should attend this course.

COURSE DESCRIPTION:

A continuation course designed to teach the student advanced features of Microsoft Word.

COURSE GOALS:

Upon completion of this course students will be able to:

- Work with long documents
 - create subdocuments and master documents
- Create and edit footnotes and endnotes
- Bookmark and cross-reference text
- Generate index and table of contents
- Create and run macros
- Design printed and on-line forms
- Apply design features - themes, backgrounds and styles
- Work with text boxes
- Insert / customize graphics and WordArt, create watermarks
- Draw tables and perform math calculations in a table
- Link and embed worksheets
- Create and customize charts
- Sort paragraphs, simple lists, tables and data records for merging
- Insert and work with comments
- Track changes in a document
- Create multiple versions of a document
- Use passwords for protection

MAJOR COURSE OBJECTIVES:

The objective of this course is to review the intermediate subject areas of Microsoft Word 2000 and introduce the student to more advanced topics.

COURSE FORMAT:

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 exercises.

DETERMINATION OF FINAL MARK:

N/ A

TEXT AND MATERIALS:

A course manual with sample files and a working disk are provided.

QUIZZES, TERM EXAMS, AND FINAL EXAM:

N/ A

GRADES ON TRANSCRIPT:

N/ A