

Word 2002 (XP)

Course length: 8 hours*

Course Code: 103083BT005

This course will give you a range of skills to produce highly professional business documents. It has been developed for new users of Microsoft Word 2002 or for users upgrading from Word 2000 who are keen to learn more about the new features and functionality of the 2002 software.

Benefits for the Learner

Microsoft Word 2002 is Microsoft's most up-to-date word processing software. Many businesses use Microsoft Word every day to produce reports, letters and other business correspondence, but few appreciate the extent of the features and functions within the software. This course will enable you to maximise the potential of the powerful MS Word 2002 system to produce more professional business documents.

You'll be shown how to create and insert text within a document, delete and move text and insert headers and footers. Once you've mastered the basics, you'll explore the more advanced features of Word 2002 to create and insert tables, graphic objects and charts, customise toolbars and use mail-merge for letters, envelopes and labels.

Benefits for the Business

Every piece of written communication you send to customers or suppliers says something about your organisation. Well-presented, accurately written documents boost the credibility of your business – but poor grammar, spelling errors and shoddy presentation can make your company look amateurish and unprofessional.

Most business already have the key to better written communications at their fingertips – but few have the skills and training to harness its full power. Microsoft Word 2002 is packed with features and functions to help you produce

really professional business documents and this course will allow you to maximise the capability of this software.

What You Get From This Course

Having completed this course, you will be able to:

- Create, open, save and close a Word document
- Move and copy text
- Use Basic and Automated text formatting
- Format paragraphs and format with tabs
- Create, modify and format tables
- Design a page using columns, templates, clip art, graphics and text enhancements
- Insert headers and footers
- Use drawing, outlining and proofing tools
- Work with Smart Tags
- Use Find and Replace functions
- Autocorrect and print documents, envelopes and labels
- Understand file management techniques
- Create Web pages and e-mail documents

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 8 hours to complete.

*Courses are accessible for six months from the date of purchase.