

Training Course Information

Course Name:	Word 2003: Beyond the Basics
Course Overview:	This course covers features of Microsoft Word that are commonly used for documents such as reports and mass mailings (e.g. letters), together with paragraph formatting features.
Topics Include:	<ul style="list-style-type: none">• Rulers• Margins• Page/Section Breaks• Formatting Paragraphs• Insert Date & Time• Tables of Contents• Mail Merge• Annotations
Pre-Requisites:	Word 2003 Basics or equivalent knowledge
What's Next?	Word 2003 Extras
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.