



Training Course Information

Course Name:	Word 2003 Extras
Course Overview:	Learn about the extra 'bits and pieces' in Microsoft Word 2003 that will enhance your documents.
Topics Include:	<ul style="list-style-type: none">• Thesaurus• Hyperlinks• PDF• Drawing Canvas/Toolbar• Forms• Templates
Pre-Requisites:	Word 2003: Beyond the Basics or equivalent knowledge
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.