



Word 2000 / XP Intermediate

A one day course for users who need to harness the more intricate features of Word

Course Outline

- Sorting a table and using formulae
- Text alignment within a table
- Creating columns
- Using Styles and the Style hierarchy
- Creating a Table of Contents
- Creating an Index and Concordance file
- Creating forms
- Revision marking
- Using the highlight facility
- Multilevel numbered lists and formatting lists
- Creating macros
- Customising the toolbars
- Creating a template
- Selective Mail Merge
- Conditional Text fields

For further details, please e-mail: jgale@whitehorsect.demon.co.uk