



# CenterPoint Solution, LLC

Call Toll Free: 888-576-0334

## MICROSOFT® WORD® - INTERMEDIATE LEVEL

### *Course Description:*

In this course, you will increase the complexity of your Microsoft® Word® 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word® 2003 efficiency tools.

### *Who Should Take This Course:*

This course was designed for persons who can create and modify standard business documents in Microsoft® Word® 2003, and who need to learn how to use Microsoft® Word® 2003 to create or modify complex business documents as well as customized Word® efficiency tools.

### *Achieved Results:*

You will add complexity to Microsoft® Office® Word® 2003 documents and create personalized efficiency tools in Microsoft® Word® 2003.

### *Course Outline:*

- Managing and Sorting Lists
- Customizing Tables and Charts
- Customizing Formatting
- Working with Custom Paragraph Styles
- Modifying Pictures
- Insert WordArt, Shapes and Diagrams
- Working with Section breaks and Columns
- Automating Common Tasks with Macros
- Create and Edit Templates
- Performing Mail Merges