



# MICROSOFT WORD 2002 (INTERMEDIATE)

## Duration

Single session of 3 hrs

## Course Outline

### Lesson 1: Bullets and Numbering

Automatic Bullets and Numbering

Customizing Bullets

Creating an Outline List

### Lesson 2: Borders, Lines and Shading

Adding Borders

Removing Borders and Shading

### Lesson 3: Working with Sections

Creating a New Section

Headers and Footers

Page Numbering

### Lesson 4: Tables

Drawing a Table

Creating a Table

Merging Cells

Splitting Cells

Table Borders

Table AutoFormat

## **Lesson 5: Newspaper Style Columns**

Creating multiple columns

Changing the number of columns

Adding vertical lines between columns

Balancing columns on a page

Force the start of a new column

Removing columns