



Word XP (2002): Level 2

Instructor: Dan Schluckbier

Lesson 1: Creating and Modifying Templates

- Apply Styles
- Modify Styles
- Create User—Defined Styles
- Create a Template from an Existing Document

Lesson 2: Managing Tables and Table Data in Documents

- Convert Tabbed Text into a Table
- Merge Cells in a Table
- Open an Excel Table in Word
- Sort Table Data
- Perform Calculations in Tables
- Create and Modify a Chart Based on Word Table Data
- Link Excel Data in a Word Table

Lesson 3: Adding Graphics

- Insert a Clip Art Image

- Add an Auto Shape
- Insert Word Art
- Insert an Organizational Chart

Lesson 4: Creating a Newsletter

- Create a Document Section
- Format Text into Newsletter Columns
- Control Column Text Flow
- Wrap Text Around a Graphic
- Create Envelopes and Labels

Lesson 5: Mail Merge

- Select the Main Document Type
- Select the Data Source
- Insert Merge Fields
- Merge and Preview Form Letters
- Create Mailing Labels

Lesson 6: Managing Document Changes

- Use Comments in Word Documents
- Compare and Merge Documents

**For more information or to register,
please call 989.797.4075.**