



**INVEST IN YOURSELF NOW!  
COMPUTER CLASSES THROUGH CHESTER COUNTY NIGHT SCHOOL**

**MICROSOFT WORD 2003: Introduction, Intermediate, or Advanced**

**WORD 2003 LEVEL 1  
INTRODUCTION**

**Course No. CO332B Date: Thurs. May 13**  
**Course No. MCO332B Date: Fri. June 18**  
**Time: 9 am – 4 pm**  
**Location: Springhouse Computers/Exton**  
**Fee: \$195**

**Course Outline**

**Lesson 1: Getting Started**

Exploring the Word window; Creating and saving documents; Previewing and printing documents

**Lesson 2: Editing Documents**

Opening and navigating in documents; Automated tasks; Editing text; The Undo and Redo commands

**Lesson 3: Moving and copying text**

Selecting text; Cutting, copying and pasting text; Finding and replacing text

**Lesson 4: Formatting Characters and Paragraphs**

Character formatting; Paragraph formatting; Advanced paragraph formatting; Using tabs;

**Lesson 5: Creating and Managing Tables**

Creating tables; Working with tables; Modifying tables

**Lesson 6: Controlling Page Layout**

Creating headers and footers; Working with margins; Working with page breaks

**Lesson 7: Proofing documents**

Checking spelling and grammar

**Lesson 8: Working with graphics**

Working with graphics and clip art; Inserting WordArt and symbols; Customizing the background; Using drawing tools.

**WORD 2003 LEVEL 2  
ADVANCED FORMATTING**

**Course No. CO333B**  
**Date: Mon. May 17**  
**Time: 9 am – 4 pm**  
**Location: Springhouse Computers/Exton**  
**Fee: \$195**

**Course Outline**

**Lesson 1: Formatting paragraphs**

Using tabs; Advanced paragraph formatting

**Lesson 2: Formatting tables**

Table formatting basics; Borders and shading; Table AutoFormat; Drawing tables

**Lesson 3: Working with Excel data**

Importing data and creating charts; Performing calculations in tables; Linking and embedding data

**Lesson 4: Working with sections and columns**

Creating and formatting sections; Working with multiple columns; Working with text in columns

**Lesson 5: Headers and Footers**

Different headers and footers; Page numbering

**Lesson 6: Working with styles**

Creating styles; Modifying and deleting styles

**Lesson 7: Document Templates**

Template basics; Creating templates

**Lesson 8: Printing labels and envelopes**

Labels and envelopes; Printing labels and envelopes

## WORD 2003 LEVEL 3: MAIL MERGE, LONG DOCUMENTS & MACROS

**Course No. CO334**      **Date: Thurs. April 22**  
**Course No. MCO334B**   **Date: Wed. June 23**  
**Time: 9 am – 4 pm**  
**Location: Springhouse Computers/Exton**  
**Fee: \$195**

### Course Outline

#### Lesson 1: Working with Large Documents

Includes: Inserting and Deleting subdocuments; Creating a table of contents; Inserting a table of figures; Adding and formatting an endnote or footnote; Editing/deleting endnotes and footnotes; Creating main index entries and subentries; Generating an index; Creating, locating, and deleting bookmarks; Creating a cross-reference

#### Lesson 2: Managing Document Revisions

Includes: Options for tracking changes; Tracking changes while editing; Distributing documents for revision via email; Responding to proposed changes; Reviewing changes by type and reviewer; Protecting a document for tracked changes; Merging revisions; Creating, saving, comparing document versions

#### Lesson 3: Form Letters and Envelopes

Includes: Mail Merge Wizard; Adding fields to form letters; Merging a data source with a form letter; Sorting and Filtering records, Applying a new data source; Preparing mailing labels; Merging a data source with the mailing label document; Previewing and printing labels

#### Lesson 4: Working with Forms

Includes: Examining a form; Creating and saving a form template; Adding field labels to a form; Adding text fields to a form; Adding number and date fields; Creating and editing a drop-down list; Adding help text to a field; Using check boxes; Deleting a field from a form; Changing the order of form fields; Removing, Protecting, and Distributing a form

#### Lesson 5: Automating Actions with Macros

Includes: Recording and running a macro; Viewing a macro script; Modifying a macro; Deleting a macro; Creating a macro to update a form field; Creating a custom menu; Adding keyboard shortcuts to a menu; Editing and deleting a custom menu; Creating a custom toolbar; Adding a button to a toolbar; Adding a macro to a toolbar; Deleting a custom toolbar

## REGISTER NOW!

**Call Chester County Night School:  
610-692-1964**

**Or register online at:  
[www.chestercountynightschool.org](http://www.chestercountynightschool.org)**

*Classes are held at:  
Springhouse Computer Corp.  
Eagleview Corporate Center  
770 Pennsylvania Ave., Ste. 120  
Exton, PA 19341*

**Please Note:** As a priority partner with Springhouse, we offer these great rates on many Springhouse classes ... but to qualify, you must register through **Chester County Night School.**

Come grow with us through Lifelong Learning --  
**call 610-692-1964 today!**

