

# Word 2002 Level Two

## Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basics about Word 2002. We recommend you first take a Windows class and Word 2002 Level One before Word 2002 Level Two or equivalent knowledge.

## Course Content

### 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 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 Newspaper Column
- Control Column Text Flow
- Wrap Text Around a Graphic
- Create Envelopes and Labels

### Lesson 5: Sending Form Letters

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

### Lesson 6: Creating a Web Page

- Create a Web Page using a Template
- Preview a Web Page in a Browser
- Create a Hyperlink in a Web Page
- Edit a Hyperlink in a Web Page
- Apply a Theme to a Web Page

### Lesson 7: Managing Document Changes

- Use Comments in Word Documents
- Compare and Merge Documents