

Word 97 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 97. We recommend you first take a Windows class and Word 97 Level One before Word 97 Level Two or equivalent knowledge.

Course Content

Lesson 1: Tables

- Tables
- Drawing a Table
- Performing calculations in tables
- Creating Charts
- Importing worksheets and data

Lesson 2: Introduction to Styles

- Applying Styles
- Creating Styles
- Redefining and Deleting Styles
- Using Styles to Create an Outline

Lesson 3: Introduction to Templates

- Using Templates
- Using a Fax Template
- Examining the Normal Template

Lesson 4: Introduction to Merging

- Creating Data
- Completing Main Documents
- Merging Data with Main Document
- Managing Merges
- Creating Catalogs

Lesson 5: Introduction to Macros

- Creating and Assigning Macros
- Editing and Testing Macros
- Deleting a Macro

Lesson 6: Newspaper Columns

- Formatting Text into Newspaper Columns
- Using Graphics
- Sections
- Sorting

Lesson 7: Internet Basics

- What is the Internet?
- Understanding the World Wide Web
- Word Internet Features