



# Advanced Training in Microsoft Word 2003



## Course Objective

To facilitate professionals to develop skills to create documents and templates within a minimal space of time employing professional formatting techniques, ensuring utmost quality in their work.

## For Whom

Professionals who use MS Word application in day to day work.

## Where

CHA, 86, Rosmead Place, Colombo 07.

## When

On the 24<sup>th</sup> and 25<sup>th</sup> of November, 2009:

**24<sup>th</sup> of November:** 09.00 a.m. to 05.00 p.m.

**25<sup>th</sup> of November:** 09.00 a.m. to 01.00 p.m.

## Investment

Rs. 5,000 /- (course material and refreshments included)

## Registration

Before the 17<sup>th</sup> of November, 2009

*For further information please contact:*

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The workshop places  
special emphasis on the  
practical component, based  
on the theory taught...

## Course Contents

*Duration: 10 hours (1 ½ days)*

- ✓ Introduction to Microsoft Word
- ✓ Word Basics
- ✓ Formatting Text and Paragraphs
- ✓ Page Setup
- ✓ Printing Documents
- ✓ Editing Text with Word Tools

*The above topics will be covered within a  
revision period of a maximum of 2 hours*

- ✓ Arranging Text using Tables, Tabs, and Columns
- ✓ Working with Pictures and Graphics
- ✓ Bullets and Numbering
  - Customised Numbering
  - Outline Numbering
- ✓ Headers and Footers
- ✓ Working with Sections and Bookmarks
- ✓ Footnotes and Endnotes
- ✓ Templates
- ✓ Mail Merge
- ✓ Exchanging Information — Linking and Embedding
- ✓ Word Help