

## Course Objective

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The main objective of this courseware is to introduce you to the advanced features of Word. The purpose of this book is to introduce the experienced user to features that make working with long documents simpler, and to provide tools for increasing their productivity while enhancing their document's design.

## Basic Skills Checklist

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The following list summarizes skills that students should be comfortable with for this courseware.

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|--|--|
| <input type="checkbox"/> moving around the screen and use the scroll and selection bars    | <input type="checkbox"/> add borders or shading to text                                      |
| <input type="checkbox"/> create, save, open and close documents                            | <input type="checkbox"/> create, edit and apply styles                                       |
| <input type="checkbox"/> switch between multiple open documents                            | <input type="checkbox"/> create, edit and move around in columns                             |
| <input type="checkbox"/> select text   | <input type="checkbox"/> work with tables  |
| <input type="checkbox"/> delete and undelete text  | <input type="checkbox"/> insert, move and size pictures                                      |
| <input type="checkbox"/> cut, copy, and paste text, as well as use the Clipboard task pane | <input type="checkbox"/> use headers and footers, as well as alternating headers and footers |
| <input type="checkbox"/> enhance text attributes, e.g., bold, italics, font, color, etc.   | <input type="checkbox"/> add page numbers to documents                                       |
| <input type="checkbox"/> change paragraph attributes, e.g., alignment, indenting, etc.     | <input type="checkbox"/> preview and print documents   |
| <input type="checkbox"/> set tabs and indents  | <input type="checkbox"/> create folders and manage files appropriately                       |
| <input type="checkbox"/> change margins  | <input type="checkbox"/> create and edit outlines  |
| <input type="checkbox"/> change the paper size and orientation for paper                   | <input type="checkbox"/> insert line, page, and section breaks                               |
| <input type="checkbox"/> create envelopes and labels                                       | <input type="checkbox"/> create mass mailing letters and lists                               |
| <input type="checkbox"/> create and save documents as web pages                            | <input type="checkbox"/> compare and merge documents   |
|  | <input type="checkbox"/> insert, edit, and delete comments                                   |

## System Requirements

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According to the Microsoft Office Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
- a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
- a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
- a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors installed
- Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
- a mouse or other pointing device compatible with Windows



## Courseware Outline

### About This Courseware

- Courseware Conventions
- Using the Book
- Courseware Objectives
- Word Skills Checklist
- Review Exercise

### Enhancing Document Appearance

- Working with Document Backgrounds
  - Adding a Background Color
  - Adding Backgrounds with Special Effects
  - Changing a Background
  - Removing a Background
  - Adding Watermarks
- Using Themes
  - Applying Themes
- Working with Graphics
  - Inserting ClipArt
  - The Clip Organizer
  - Inserting Pictures from a File
- Manipulating Graphic or Pictures
  - Selecting Graphics
  - Moving and Sizing Graphics
  - Wrapping Text Around Pictures
  - Rotating and Cropping Graphics
- Controlling Brightness and Contrast
- Adding Other Graphical Elements
  - Using WordArt

### Mailings and Merging

- Merging and Mailings
  - What is Mail Merge?
  - More on Data Sources
  - What is the Mail Merge Task Pane?
  - Using an Existing Merge File
  - Opening and Existing Form Letter
- Merging to Envelopes or Labels
  - Merging to Envelopes
  - Merging to Labels

### Customizing Tools

- Customizing Word
  - Setting File Locations
  - Customize your Proofing Tools
- Customizing the Toolbars
  - Selecting a Toolbar Layout
  - Displaying Additional Buttons
  - Changing an Existing Toolbar Layout
  - Creating a New Toolbar

- Customizing Menus
  - Customizing Existing Menus
  - Creating a New Menu
- Customizing Shortcut Keys

### Automating Repetitive Tasks

- Explaining Macros
  - Recording Macros
  - Running Macros
  - Editing Macros
  - Deleting Macros
- Working with Templates
  - Setting the Location of Templates files
  - Saving and Using Templates
  - Changing the Normal Template
- Creating Forms
  - Creating Online Forms
  - Creating Help Messages for Form Fields
  - Saving Forms as Templates
  - Protecting Forms from Changes

### Working with List and Data

- Sorting Lists
  - Sorting Paragraphs
  - Sorting Tables
  - Sorting a File in Another Format
- Modifying Tables
  - Adjusting Table Cells
  - Manipulating Text in Cells
  - Adjusting Table Properties
- Working with Formulas
  - All About Math Formulas
  - Updating Formulas
- Linking and Embedding
  - Worksheets
    - Embedding Worksheets
    - Creating a New Embedded Object
    - Embedding an Existing Object
  - Linking Worksheets
  - Editing Linked or Embedded Objects
- Working with Other Programs
  - Importing Documents
  - Importing Data into a Chart

### Sharing Documents

- Setting Document Properties
- Tracking Revisions
- Working with Multiple Versions
  - Creating Multiple Versions
  - Opening Earlier Versions of Documents
  - Deleting One or More Versions
  - Saving Versions as Separate Files

- Protecting Documents
  - Adding a Password to a Document
  - Removing or Changing Passwords
  - Protecting the Document from Selected Changes
- Digital Signatures
  - Adding a Digital Signature

### Publishing Large Documents

- Working with Styles
  - Apply Styles to Text
  - Modify Styles
  - Styles for Lists and Tables
  - Limiting Styles with Protect Document
- Controlling the Text Flow
  - Preventing Breaks in Tables
- Navigating Around a Document
  - The Document Map and Thumbnails
- Working with Master Documents
  - Creating Master Documents from an Outline
  - Converting Existing Documents into a Master Document
  - Inserting Subdocuments
  - Expanding and Collapsing Subdocuments
  - Opening Subdocuments
  - Splitting Subdocuments
  - Merging Subdocuments
  - Deleting Subdocuments
  - Converting a Subdocument

### Working with References

- Analyzing and Summarizing Documents
  - Analyzing the Readability
  - Using AutoSummarize
- Adding Footnotes and Endnotes
  - Creating Footnotes and Endnotes
  - Managing Footnotes and Endnotes
- Bookmarks and Cross-references
  - Creating Bookmarks
  - Moving to a Bookmark
  - Creating Cross-references
- Creating an Index
  - Marking Index Entries
  - Using Concordance Files
  - Using a Concordance File to Mark Index Entries
  - Compiling an Index
  - Updating and Editing an Index
  - Deleting the Index

Creating a Table of Contents  
  Compiling a Table of Contents  
  Updating a Table of Contents  
  Changing a Table of Contents to Text

**Working with Web Elements**  
Structuring Documents Using XML  
  What is XML?  
  Using the Schema Library  
  Defining XML Options  
  Using Schemas and Transforms  
Managing XML Attributes  
Working with Web Pages  
  Preparing to Publish a Web Page  
  Creating Web Pages  
  Inserting Hyperlinks  
  Saving Web Pages  
  Using Frames

**Appendices**  
Projects and Case Studies  
Productivity Tools  
Glossary of Terms  
Answers to Review Questions  
Index  
Microsoft Office Specialist Skills Courseware Mapping

