

Microsoft Office Word 2003 - Level 1

Days of Training: 1

Overview

In this course, students will create, edit, and enhance standard business documents using Microsoft Office Word 2003.

Prerequisites

Prior experience with using a PC and current Windows Operating Systems.

Next Steps

Word 2003 - Level 2

Lesson 1: Creating a Basic Document

- The Word Environment
- Get Help Using Word
- Enter Text
- Save a New Document
- Preview a Document
- Print a Document

Lesson 2: Editing a Document

- Navigate in a Document
- Insert Text
- Select Text
- Create an AutoText Entry
- Move and Copy Text
- Delete Blocks of Text
- Undo Changes
- Find and Replace Text

Lesson 3: Formatting Text

- Change Font and Size
- Apply Font Styles and Effects
- Change Text Color
- Highlight Text
- Copy Formats
- Clear Formatting
- Find and Replace Text Formatting

Lesson 4: Formatting Paragraphs

- Set Tabs
- Change Paragraph Alignment
- Indent Paragraphs
- Add Borders and Shading
- Apply Styles
- Create Lists
- Change Spacing Between Paragraphs and Lines

Lesson 5: Proofing a Document

- Use the Thesaurus
- Check Spelling and Grammar
- Create a New Default Dictionary
- Check Word Count
- Modify a Document in Print Preview

Lesson 6: Adding Tables

- Create a Table
- Enter Data in a Table
- AutoFormat a Table
- Convert Text to a Table

Lesson 7: Inserting Graphic Elements

- Insert Symbols and Special Characters
- Insert a Clip Art Picture
- Add a Watermark

Lesson 8: Controlling Page Appearance

- Set Page Orientation
- Change Page Margins
- Apply a Page Border
- Add Headers and Footers
- Insert a Page Break

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Microsoft Office Word 2003 - Level 2

Days of Training: 1

Overview

In this course, students increase the complexity of their Microsoft Office Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. They also create personalized Microsoft Office Word 2003 efficiency tools.

Prerequisites

Word 2003 - Level 1

Next Steps

Word 2003 - Level 3

Lesson 1: Managing Lists

- Sort a List
- Restart a List
- Create an Outline Numbered List
- Customize List Appearance

Lesson 2: Customizing Tables and Charts

- Sort a Table
- Modify Table Structure
- Merge or Split Cells
- Position Text in a Table Cell
- Apply Borders and Shading
- Perform Calculations in a Table
- Create a Chart from a Word Table
- Modify a Chart

Lesson 3: Customizing Formatting (Optional)

- Modify Character Spacing
- Add Text Effects
- Control Paragraph Flow

Lesson 4: Working with Custom Styles

- Create a Character or Paragraph Style
- Modify an Existing Style
- Create a List Style
- Create a Table Style

Lesson 5: Modifying Pictures

- Set Picture Contrast or Brightness
- Crop a Picture
- Wrap Text Around a Picture

Lesson 6: Creating Customized Graphic Elements (Optional)

- Draw Shapes and Lines
- Insert WordArt
- Insert Text Boxes
- Create Diagrams

Lesson 7: Controlling Text Flow

- Insert Section Breaks
- Insert Columns
- Link Text Boxes

Lesson 8: Automating Common Tasks

- Run a Macro
- Create a Macro
- Modify a Macro (Optional)
- Customize Toolbars and Buttons (Optional)
- Add Menu Items (Optional)

Lesson 9: Automating Document Creation (Optional)

- Create a Document Based on a Template
- Create a Document by Using a Wizard
- Create or Modify a Template
- Change the Default Template Location
- Insert a MacroButton Field in a Template

Lesson 10: Performing Mail Merges

- The Mail Merge Process
- Perform a Merge on Existing Documents
- Merge Envelopes and Labels
- Use Word to Create a Data Source

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Microsoft Office Word 2003 - Level 3

Days of Training: 1

Overview

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.

Prerequisites

Word 2003 - Level 1
Word 2003 - Level 2

Lesson 1: Using Microsoft Office Word 2003 with Other Programs

- Link to a Microsoft® Office Excel 2003 Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to PowerPoint
- Extract Text from a Fax
- Save a Document as a Different File Format
- Look Up Information Using Research Sites
- Send a Document as an Email Attachment

Lesson 2: Collaborating on Documents

- Modify User Information
- Create a New Version of a Document
- Delete Old Versions
- Send a Document for Review
- Use Comments
- Compare Document Changes
- Merge Document Changes
- Review a Document

Lesson 3: Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Insert Cross-references

Lesson 4: Making Long Documents Easier to Use

- Mark Text for Indexing
- Insert an Index
- Insert a Table of Figures
- Mark Text for a Table of Authorities (Optional)
- Insert a Table of Authorities (Optional)
- Insert a Table of Contents
- Create a Master Document (Optional)
- Automatically Summarize a Document (Optional)

Lesson 5: Securing a Document

- Update a Document's Properties (Optional)
- Save a Document without Personal Information (Optional)
- Hide Text
- Limit Formatting Choices in a Document
- Select Regions of a Document that Can Be Modified
- Add a Digital Signature to a Document (Optional)
- Require a Password to Open a Document

Lesson 6: Creating Web Pages (Optional)

- Create a Web Page
- Insert Hyperlinks
- Insert a Movie Clip into a Web Page
- Apply a Theme to a Web Page
- Create a Framed Web Page
- Save a Web Page to a Web Server

Lesson 7: Creating Forms

- Add Form Fields to a Document
- Protect a Form
- Save Form Data as Plain Text
- Automate a Form

Lesson 8: Using XML in Word (Optional)

- Tag an Existing Document
- Save a Document as XML
- Transform an XML Document

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