

## Word 2003: Intermediate

1 Day

### Prerequisites

- MS Word 2003 Basic or commensurate knowledge and experience

### Objectives

Per the specified learning objects identified in the outline

#### Section 1: Advanced Interface Options

##### ***Lesson 1.1: Using My Computer Within Word***

- Navigating Using My Computer
- Performing Basic Tasks With My Computer
- Using Views In My Computer
- Using The My Places Toolbar

##### ***Lesson 1.2: Advanced Saving Options***

- Using File Formats
- Using File Properties
- Setting File Passwords
- Using Auto Recovery

##### ***Lesson 1.3: Advanced Viewing Options***

- Opening A Copy Of Your Document
- Arranging Windows
- Comparing Documents Side-By-Side
- Splitting A Document

##### ***Lesson 1.4: Customizing Toolbars And Menus***

- Toolbar Fundamentals
- Hidden Toolbars
- Adding Menus
- About The Work Menu
- Adding Menu Commands
- Re-Arranging Menu And Toolbar Commands

##### ***Lesson 1.5: Toolbar Specifics***

- Using The Basic Toolbars
- Using Graphic Toolbars
- Using Language Toolbars
- Using Coding Toolbars
- Using Web Toolbars
- Document Management Toolbars
- About The Task Pane "Toolbar"

#### Section 2: Formatting Tools

##### ***Lesson 2.1: Working With Templates***

- Creating Your Document With A Wizard
- Opening An Existing Template
- Modifying And Saving A Template
- Creating A Template
- Attaching A Template To A Document
- About Global Templates

##### ***Lesson 2.2: Creating Lists***

- Types Of Lists
- Creating A Bulleted Or Numbered List
- Modifying And Removing Bulleted Or Numbered Lists
- Restarting Or Continuing A Bulleted Or Numbered List
- Using Outlined Lists
- Customizing Bullets And Numbers

##### ***Lesson 2.3: Paragraph Tools***

- Viewing Document Markings
- Applying Borders
- Applying Shading And Patterns
- Applying Alignment And Indentation
- Applying Spacing

## Word 2003: Intermediate, continued

### Section 3: Customizing Your Documents

#### **Lesson 3.1: Using Styles**

- Applying Styles
- Using The Styles Task Pane
- Modifying A Style
- Creating A Style
- Creating A Character Style
- Deleting A Style
- Using Click And Type Styles

#### **Lesson 3.2: Managing Styles**

- Organizing Your Styles
- Displaying Styles In A Document
- Revealing Formatting
- Using Autoformat As You Type
- Using Autoformat

#### **Lesson 3.3: Using Pre-Defined Text**

- Inserting Autotext
- Customizing Autotext
- Inserting The Date And Time
- Inserting A Symbol
- Inserting Special Characters

#### **Lesson 3.4: Using Timesaving Tools**

- Using The Format Painter
- Using Themes
- Using Smart Tags
- Section 4: Using Tables

#### **Lesson 4.1: Creating Tables**

- Inserting A Table
- Drawing A Table
- Selecting Cells, Rows And Columns
- Inserting And Deleting Cells, Rows And Columns

#### **Lesson 4.2: Editing Tables**

- Merging And Splitting Cells, Columns, Or Rows
- Resizing Cells, Columns, Or Rows
- Selecting A Table
- Moving And Resizing A Table

#### **Lesson 4.3: Applying Basic Formatting**

- Aligning A Table
- Changing Table Spacing
- Changing Text Direction

#### **Lesson 4.4: Applying Advanced Formatting**

- Using Autofit
- Using The Borders And Shading Dialog
- Using The Tables And Borders Toolbar To Modify Borders And Shading
- Using Autoformat

### Section 5: Working With Graphics

#### **Lesson 5.1: Basic Graphics Tools**

- Inserting A Picture From A File
- Using The Picture Toolbar
- Formatting A Picture
- Adding Captions

#### **Lesson 5.2: Using Pre-Defined Graphics**

- Using Wordart
- Using Watermarks
- Inserting Clipart
- Using The Online Gallery

#### **Lesson 5.3: Inserting Diagrams And Charts**

- Using An Organization Chart
- Inserting A Cycle Diagram

#### **Lesson 5.4: Customizing Graphics**

- Using The Drawing Toolbar
- Creating A Drawing
- Inserting Autoshapes
- Editing Autoshapes
- Using 3-D Styles And Shadows
- Inserting And Using Text Boxes

#### **Lesson 5.5: Using Objects**

- Inserting An Object
- Selecting, Moving, And Resizing Objects
- Object Groups
- Arranging Objects