

Word 2003: Advanced

1 Day

Prerequisites

- MS Word 2003 Intermediate or commensurate knowledge and experience

Objectives

Per the specified learning objects identified in the outline

Section 1: Advanced Tools

Lesson 1.1: Using Delineation Tools

- Inserting A Section Break
- Inserting A Page Break
- Inserting A Line Break
- Using Page And Line Break Options
- Using Columns

Lesson 1.2: Headers And Footers

- Viewing Headers And Footers
- Creating Or Deleting A Header Or Footer
- Using The Header/Footer Toolbar
- Inserting Dynamic Text
- Inserting Page Numbers
- Applying Page Settings
- Header And Footer Links

Lesson 1.3: Using Language Tools

- Using And Customizing Autocorrect
- Using The Research Pane
- Using The Thesaurus
- Translating A Document
- Autosummarize Your Document

Lesson 1.4: Graphics Tools

- Creating Charts Not Based On Table Data
- Customizing Charts Not Based On Table Data

Lesson 1.5: Table Tools

- Sorting Your Data
- Using Tables To Do Calculations
- Creating A Chart Based On Table Data
- Tabbed Text And Tables
- Creating An Excel Table
- Inserting An Excel Table

Lesson 1.6: Mail Merge Using The Wizard

- Mail Merge Basics
- Creating Letters With The Mail Merge Wizard
- Creating E-Mail Messages With The Mail Merge Wizard
- Creating Envelopes With The Mail Merge Wizard
- Creating Labels With The Mail Merge Wizard
- Creating A Directory With The Mail Merge Wizard

Section 2: Managing Revisions

Lesson 2.1: Tracking Changes

- Using The Reviewing Toolbar
- Tracking Changes
- Adding Comments
- Reviewing Changes
- Changing The Changes That You See
- Setting Options For Tracking Changes
- Finishing Your Document

Lesson 2.2: Using Versions

- Saving, Opening, And Deleting Versions
- Comparing Documents
- Merging Documents
- Protecting Documents

Section 3: Creating Forms And Using Macros

Lesson 3.1: Creating Forms

- Using The Forms Toolbar
- Creating A Form
- Inserting Form Fields
- Protecting A Form
- Testing A Form
- Distributing A Form

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Lesson 3.2: Advanced Forms Tasks

- Assigning Help To A Form Field
- Using The Document Protection Task Pane
- Using Multiple Sections

Lesson 3.3: Macros

- Setting Macro Security
- Recording A Macro
- Running A Macro
- Editing A Macro's Code Using The Visual Basic Editor

Lesson 3.4: Other Macro Tasks

- Copying A Macro From A Template
- Assigning A Macro To A Keystroke
- Assigning A Macro To A Toolbar
- About Macro Names

Section 4: Managing Documents

Lesson 4.1: Creating An Outline

- Using Outline View And The Outlining Toolbar
- Creating An Outline
- Expanding And Collapsing Headings
- Modifying Your Outline
- Moving Headings

Lesson 4.2: Creating A Table Of Contents

- The Abc's Of Toc's
- Marking Text Using Heading Styles
- Marking Text Using Custom Styles
- Marking Text Using Outline Levels
- Inserting The Table Of Contents
- Updating A Table Of Contents

Lesson 4.3: Creating References Within A Document

- Using Footnotes And Endnotes In Print Layout
- Using Footnotes And Endnotes In Normal Layout
- Using Bookmarks
- Using Captions
- Adding Cross-References
- Creating An Index

Lesson 4.4: Creating References To Other Documents

- Linking To Another Document
- Creating And Working With A Master Document
- Creating And Working With Sub-Documents
- Other Master And Sub Document Tasks

Section 5: Creating Web Pages

Lesson 5.1: Creating A Web Page

- Creating An Html File
- Using The Web Tools Toolbar
- Inserting Form Fields
- Inserting Buttons
- Creating Hyperlinks
- Editing Hyperlinks

Lesson 5.2: Managing Web Pages

- Using Html Templates
- Converting A Document To Html
- Previewing An Html File
- Viewing Html Code

Lesson 5.3: Using Advanced Web Tools

- Using Frames
- Using The Microsoft Script Editor
- Setting A Theme
- Inserting Sound And Video Clips
- Inserting Scrolling Text