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Word 2003 - Level 2

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Mentored Learning - Flexible

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.

Who Should Attend:

This course was designed for persons who can create and modify standard business documents in Microsoft Office Word 2003, and who need to learn how to use Microsoft Office Word 2003 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft Office Word 2003.

At Course Completion:

You will add complexity to Microsoft Office Word 2003 documents and create personalized efficiency tools in Microsoft Office Word 2003.

Prerequisite(s) or equivalent knowledge:

Word 2003 – Level 1

Outline:

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



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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

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

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



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Run a Macro
Create a Macro
Modify a Macro
Customize Toolbars and Buttons
Add Menu Items

Lesson 9: Automating Document Creation

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