



WWW.KQEINC.COM

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Word 2002 - Level 3

Duration:

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

Overview:

In this course you will gain the skills needed to create and use forms, macros, and document references, and to revise documents and edit Web pages in Word.

Prerequisite(s) or equivalent knowledge:

Windows 2000 – Level 1
Word 2002 – Level1
Word 2002 – Level 2

Outline:

Lesson 1: Creating and Distributing Forms

- Create a Form Template
- Insert Fields in a Form Template
- Protect a Form
- Test the Form

Lesson 2: Automating Tasks

- Run a Macro
- Record a Macro
- Edit a Macro
- Create Toolbar Buttons
- Create Custom Menus

Lesson 3: Referencing Document Information

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions



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Create Cross-References

Lesson 4: Preparing a Document for Publication

- Set Book Margins
- Create Custom Headers and Footers
- Compile a Table of Contents
- Index the Document
- Create a Master Document

Lesson 5: Revising Documents

- Create Document Versions
- Distribute a Document
- Track Changes to a Document
- Review Document Changes

Lesson 6: Modifying an HTML Page

- Save Word Documents as Web Pages
- Edit Web Pages in Word
- Insert Scrolling Text
- Place a Movie Clip in a Web Page
- Insert a Background Sound