

# Microsoft Office Word 2003

## Expert

### Course Objective

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The main objective of this courseware is to introduce you to the advanced features of Word. The purpose of this book is to introduce the experienced user to features that make working with long documents simpler, and to provide tools for increasing their productivity while enhancing their document's design.

### Basic Skills Checklist

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The following list summarizes skills that students should be comfortable with for this courseware.

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|--|--|
| <input type="checkbox"/> moving around the screen and use the scroll and selection bars    | <input type="checkbox"/> add borders or shading to text                                      |
| <input type="checkbox"/> create, save, open and close documents                            | <input type="checkbox"/> create, edit and apply styles                                       |
| <input type="checkbox"/> switch between multiple open documents                            | <input type="checkbox"/> create, edit and move around in columns                             |
| <input type="checkbox"/> select text   | <input type="checkbox"/> work with tables  |
| <input type="checkbox"/> delete and undelete text  | <input type="checkbox"/> insert, move and size pictures                                      |
| <input type="checkbox"/> cut, copy, and paste text, as well as use the Clipboard task pane | <input type="checkbox"/> use headers and footers, as well as alternating headers and footers |
| <input type="checkbox"/> enhance text attributes, e.g., bold, italics, font, color, etc.   | <input type="checkbox"/> add page numbers to documents                                       |
| <input type="checkbox"/> change paragraph attributes, e.g., alignment, indenting, etc.     | <input type="checkbox"/> preview and print documents   |
| <input type="checkbox"/> set tabs and indents  | <input type="checkbox"/> create folders and manage files appropriately                       |
| <input type="checkbox"/> change margins  | <input type="checkbox"/> create and edit outlines  |
| <input type="checkbox"/> change the paper size and orientation for paper                   | <input type="checkbox"/> insert line, page, and section breaks                               |
| <input type="checkbox"/> create envelopes and labels                                       | <input type="checkbox"/> create mass mailing letters and lists                               |
| <input type="checkbox"/> create and save documents as web pages                            | <input type="checkbox"/> compare and merge documents   |
|  | <input type="checkbox"/> insert, edit, and delete comments                                   |

### System Requirements

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According to the Microsoft Office Users Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
  - a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
  - a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
  - a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors installed
  - Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
  - a mouse or other pointing device compatible with Windows
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### Courseware Outline

#### About This Courseware

Courseware Conventions  
Using the Book  
Courseware Objectives  
Word Skills Checklist  
Review Exercise

#### Enhancing Document

##### Appearance

Working with Document  
Backgrounds  
Adding a Background Color  
Adding Backgrounds with Special Effects  
Changing a Background  
Removing a Background  
Adding Watermarks  
Using Themes  
Applying Themes  
Working with Graphics  
Inserting ClipArt  
The Clip Organizer  
Inserting Pictures from a File  
Manipulating Graphic or Pictures  
Selecting Graphics  
Moving and Sizing Graphics  
Wrapping Text Around Pictures  
Rotating and Cropping Graphics  
Controlling Brightness and Contrast  
Adding Other Graphical Elements  
Using WordArt

##### Mailings and Merging

Merging and Mailings  
What is Mail Merge?  
More on Data Sources  
What is the Mail Merge Task Pane?  
Using an Existing Merge File  
Opening and Existing Form Letter  
Merging to Envelopes or Labels  
Merging to Envelopes  
Merging to Labels

##### Customizing Tools

Customizing Word  
Setting File Locations  
Customize your Proofing Tools  
Customizing the Toolbars  
Selecting a Toolbar Layout  
Displaying Additional Buttons  
Changing an Existing Toolbar Layout  
Creating a New Toolbar

Customizing Menus  
Customizing Existing Menus  
Creating a New Menu  
Customizing Shortcut Keys

##### Automating Repetitive Tasks

Explaining Macros  
Recording Macros  
Running Macros  
Editing Macros  
Deleting Macros  
Working with Templates  
Setting the Location of Templates files  
Saving and Using Templates  
Changing the Normal Template  
Creating Forms  
Creating Online Forms  
Creating Help Messages for Form Fields  
Saving Forms as Templates  
Protecting Forms from Changes

##### Working with List and Data

Sorting Lists  
Sorting Paragraphs  
Sorting Tables  
Sorting a File in Another Format  
Modifying Tables  
Adjusting Table Cells  
Manipulating Text in Cells  
Adjusting Table Properties  
Working with Formulas  
All About Math Formulas  
Updating Formulas

##### Linking and Embedding

Worksheets  
Embedding Worksheets  
Creating a New Embedded Object  
Embedding an Existing Object  
Linking Worksheets  
Editing Linked or Embedded Objects  
Working with Other Programs  
Importing Documents  
Importing Data into a Chart

##### Sharing Documents

Setting Document Properties  
Tracking Revisions  
Working with Multiple Versions  
Creating Multiple Versions  
Opening Earlier Versions of Documents  
Deleting One or More Versions  
Saving Versions as Separate Files

##### Protecting Documents

Adding a Password to a Document  
Removing or Changing Passwords  
Protecting the Document from Selected Changes  
Digital Signatures  
Adding a Digital Signature

##### Publishing Large Documents

Working with Styles  
Apply Styles to Text  
Modify Styles  
Styles for Lists and Tables  
Limiting Styles with Protect Document  
Controlling the Text Flow  
Preventing Breaks in Tables  
Navigating Around a Document  
The Document Map and Thumbnails  
Working with Master Documents  
Creating Master Documents from an Outline  
Converting Existing Documents into a Master Document  
Inserting Subdocuments  
Expanding and Collapsing Subdocuments  
Opening Subdocuments  
Splitting Subdocuments  
Merging Subdocuments  
Deleting Subdocuments  
Converting a Subdocument

##### Working with References

Analyzing and Summarizing Documents  
Analyzing the Readability  
Using AutoSummarize  
Adding Footnotes and Endnotes  
Creating Footnotes and Endnotes  
Managing Footnotes and Endnotes  
Bookmarks and Cross-references  
Creating Bookmarks  
Moving to a Bookmark  
Creating Cross-references  
Creating an Index  
Marking Index Entries  
Using Concordance Files  
Using a Concordance File to Mark Index Entries  
Compiling an Index  
Updating and Editing an Index  
Deleting the Index

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Creating a Table of Contents  
  Compiling a Table of Contents  
  Updating a Table of Contents  
  Changing a Table of Contents to Text

**Working with Web Elements**  
Structuring Documents Using XML  
  What is XML?  
  Using the Schema Library  
  Defining XML Options  
  Using Schemas and Transforms  
Managing XML Attributes  
Working with Web Pages  
  Preparing to Publish a Web Page  
  Creating Web Pages  
  Inserting Hyperlinks  
  Saving Web Pages  
  Using Frames

**Appendices**  
Projects and Case Studies  
Productivity Tools  
Glossary of Terms  
Answers to Review Questions  
Index  
Microsoft Office Specialist Skills Courseware Mapping

