

Microsoft Office Word 2003 Level 2



Course Description

This courseware will also introduce you (as an experienced user) to some advanced features of Word in order to produce professional documents, manage large files, work with web documents, collaborate with others, or merge data together.

Basic Skills Checklist

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

- | | |
|--|--|
| <input type="checkbox"/> start and run Microsoft Office Word 2003 | <input type="checkbox"/> move and copy text using the Office Clipboard task pane |
| <input type="checkbox"/> use a mouse to select from menus, toolbars, prompts and screens | <input type="checkbox"/> set and adjust tabular columns |
| <input type="checkbox"/> access the Help feature | <input type="checkbox"/> set margins |
| <input type="checkbox"/> create and edit documents | <input type="checkbox"/> control the flow of the text |
| <input type="checkbox"/> save, open and close documents | <input type="checkbox"/> add automatic page numbering |
| <input type="checkbox"/> move efficiently within one document or multiple documents | <input type="checkbox"/> create numbered lists and bulleted lists |
| <input type="checkbox"/> change between different views and zoom levels | <input type="checkbox"/> add special characters or symbols |
| <input type="checkbox"/> preview and print documents | <input type="checkbox"/> proofread and correct your documents |
| <input type="checkbox"/> apply formatting to text and paragraphs | <input type="checkbox"/> use the Find and Replace feature |
| | <input type="checkbox"/> understand file management techniques |
| | <input type="checkbox"/> add borders to text and paragraphs |

System Requirements

According to the Microsoft Office System User's 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
- Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
- a mouse or other pointing device compatible with Windows

Microsoft Office Word 2003

Level 2



Courseware Outline

About This Courseware

Courseware Conventions
 Courseware Objectives and Prerequisites
 Review Exercise

Working with Tables

Objectives of Section 1
 Using Tables

- Drawing a Table
- Inserting a Table
- Working with Text

 Manipulating Items

- Selecting Items in the Table
- Adjusting the Width or Height
- Inserting & Deleting Rows/Columns
- Merging and Splitting Cells

 Formatting the Table

- Using AutoFormat
- Modifying the Borders and Shading

 Converting Text to a Table
 Apply Your Skills Exercises
 Summary of Section 1
 Questions and Review

Working with Objects

Objectives of Section 2
 Inserting Pictures

- Inserting Clip Art Images
- Inserting Pictures from a File

 Manipulating Pictures

- Sizing a Picture
- Changing the Properties for a Picture
- Moving a Picture

 Working with Chart Objects

- Using a Datasheet
- Customizing Charts
- Changing the Chart Type
- Modifying Chart Objects

 Creating Drawing Objects

- Drawing Lines or Rectangles
- Drawing Arrows
- Adding AutoShapes
- Inserting Text Boxes

 Customizing Objects

- Enhancing Objects
- Arranging Objects

 Drawing Diagrams
 Apply Your Skills Exercises
 Summary of Section 2
 Questions and Review

Working with Others

Objectives of Section 3
 Preparing for the Web

- Saving Documents as Web Pages
- Using Hyperlinks
- Viewing Web Documents

 Sending a Word Document via E-Mail

- Sending a Document in the E-Mail
- Sending a Word Document as an Attachment

 Reviewing Documents

- Comparing and Merging Documents
- Inserting Comments
- Tracking Revisions
- Sending a Document to Others for Review

 Apply Your Skills Exercises
 Summary of Section 3
 Questions and Review

Enhancing the Document

Objectives of Section 4
 Working with Document Backgrounds

- Adding Backgrounds with Special Effects
- Changing a Background
- Removing a Background
- Adding Watermarks

 Using Themes

- Applying Themes

 Working with Graphics

- Inserting Clip Art
- Inserting Pictures from a File

 Manipulating Picture Objects

- Moving and Sizing Graphics
- Wrapping Text Around Pictures
- Rotating and Cropping Graphics
- Controlling Brightness and Contrast
- Using the Transparency Tool

 Adding Other Graphical Elements

- Using WordArt

 Apply Your Skills Exercises
 Summary of Section 4
 Questions and Review

Mailings and Merging

Objectives of Section 5
 Merging and Mailings

- What is Mail Merge?
- Understanding the Main Document
- Understanding Data Sources
- What is the Mail Merge Task Pane?
- Using an Existing Data Source File
- Using an Existing Form Letter

 Merging to Envelopes or Labels

- Merging to Envelopes
- Merging to Labels

 Apply Your Skills Exercises
 Summary of Section 5
 Questions and Review

Customizing Tools

Objectives of Section 6
 Customizing Word

- Setting File Locations
- Customizing 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
 Apply Your Skills Exercises
 Summary of Section 6
 Questions and Review

Appendices

Projects and Case Studies
 Productivity Tools
 Glossary of Terms
 Answers to Review Questions
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 Microsoft Office Word 2003 Exam Objectives