

Microsoft Office Word 2003

Level 3



Course Description

This courseware demonstrates some advanced features of Word 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"/> create a table by drawing or inserting it | <input type="checkbox"/> using hyperlinks |
| <input type="checkbox"/> adding text into a table | <input type="checkbox"/> viewing web documents |
| <input type="checkbox"/> selecting items in the table | <input type="checkbox"/> sending a word document via e-mail |
| <input type="checkbox"/> adjusting the width or height | <input type="checkbox"/> reviewing documents |
| <input type="checkbox"/> inserting & deleting rows/columns | <input type="checkbox"/> comparing and merging documents |
| <input type="checkbox"/> merging and splitting cells | <input type="checkbox"/> inserting comments |
| <input type="checkbox"/> formatting the table | <input type="checkbox"/> tracking revisions |
| <input type="checkbox"/> using autoformat | <input type="checkbox"/> sending a document to others for review |
| <input type="checkbox"/> modifying the borders and shading | <input type="checkbox"/> using watermarks |
| <input type="checkbox"/> converting text to a table | <input type="checkbox"/> apply, change, or remove background or theme |
| <input type="checkbox"/> inserting clip art images or from a file | <input type="checkbox"/> wrapping text around graphics |
| <input type="checkbox"/> sizing or moving a picture | <input type="checkbox"/> rotating objects |
| <input type="checkbox"/> changing the properties for a picture | <input type="checkbox"/> using WordArt |
| <input type="checkbox"/> using a datasheet | <input type="checkbox"/> understanding merge concepts |
| <input type="checkbox"/> changing the chart type | <input type="checkbox"/> creating and merging a Data Source and Main Document |
| <input type="checkbox"/> modifying chart objects | <input type="checkbox"/> creating mailing labels and envelopes |
| <input type="checkbox"/> creating drawing objects | <input type="checkbox"/> customizing Word options |
| <input type="checkbox"/> customizing, enhancing, arranging objects | <input type="checkbox"/> customizing toolbars, menus, shortcut keys |
| <input type="checkbox"/> drawing diagrams | |
| <input type="checkbox"/> saving documents as web pages | |

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

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Courseware Outline

About This Courseware

- Courseware Conventions
- Using the Book
- Working with the Exercises
- Courseware Objectives and Prerequisites
- Basic Word Skills Checklist
- Review Exercise

Automating Repetitive Tasks

- Objectives of Section 1
- Explaining Macros
 - Recording Macros
 - Running Macros
 - Editing Macros
 - Deleting Macros
- Working with Templates
 - Setting the Location of Template Files
 - Saving and Using Templates
 - Changing the Normal Template
- Creating Forms
 - Using Tabs
 - Using Tables
- Creating Online Forms
 - Creating Help Messages for Form Fields
 - Saving Forms as Templates
 - Protecting Forms from Changes
- Apply Your Skills Exercises
- Summary of Section 1
- Questions and Review

Working with Lists and Data

- Objectives of Section 2
- 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
 - Reviewing Math Formulas
 - Updating Formulas
- Linking and Embedding Worksheets
 - Creating a New Embedded Object
 - Working with an Embedded Object
 - Linking Worksheets
 - Editing Linked or Embedded Objects

Working with Other Programs

- Importing Documents
- Importing Data into a Chart
- Apply Your Skills Exercises
- Summary of Section 2
- Questions and Review

Sharing Documents

- Objectives of Section 3
- Setting Document Properties
- Tracking Revisions
 - Reviewing a Document from Others
- 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
- Using Digital Signatures
 - Adding a Digital Signature
- Apply Your Skills Exercises
- Summary of Section 3
- Questions and Review

Publishing Large Documents

- Objectives of Section 4
- Working with Styles
 - Applying Styles to Text
 - Modifying Styles
 - Working with Lists and Tables Styles
 - Protecting Styles
- Controlling the Text Flow
 - Preventing Breaks in Tables
- Navigating Around a Document
- 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
- Apply Your Skills Exercises
- Summary of Section 4
- Questions and Review

Working with References

- Objectives of Section 5
- Analyzing and Summarizing Documents
 - Analyzing the Readability
 - Using AutoSummarize
- Adding Footnotes and Endnotes
 - Creating Footnotes and Endnotes
 - Managing Footnotes and Endnotes
- Working with Bookmarks and Cross-references
 - Creating Bookmarks
 - Moving to a Bookmark
 - Creating Cross-references
 - Working with Captions
- Creating an Index
 - Marking Index Entries
 - Creating Concordance Files
 - Using a Concordance File to Mark Index Entries
 - Generating an Index
 - Updating and Editing an Index
 - Deleting the Index
- Creating a Table of Contents
 - Compiling a Table of Contents
 - Updating a Table of Contents
 - Changing a Table of Contents to Text
- Creating a Table of Figures
- Apply Your Skills Exercises
- Summary of Section 5
- Questions and Review

Working with Web Elements

- Objectives of Section 6
- Understanding HTML
 - Introduction
 - Understanding HTML Formatting
 - Adding Pictures
 - Using Cascading Style Sheets (CSS)
- Looking at Word and Web Pages
 - Introduction
 - Creating a Web Page
 - Saving a Web Page
 - Creating Single File Web Pages
 - Saving to a Web Server
- Using Some Advanced Web Features

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SLATE TRAINING CENTRE

- Setting Web Options
 - Inserting Hyperlinks
 - Inserting a Picture
 - Applying a Cascading Style Sheet
 - Using Tables in Web Pages
- Working with Frames
- Overview
 - Creating a Frames Page
 - Setting Frame Properties
 - Using Hyperlinks with Frames
 - Linking Frames Pages to Non-Frames Pages

- Understanding the Basics of XML
- What is XML?
 - Understanding the XML System
 - XML Data and XML Tags
 - Using XML Schemas
 - Using XML Namespace
 - Using XML Transforms
- Using XML Features in Word
- Applying Word Formats
 - Creating XML Documents
 - Using Transforms with Word
 - Applying a Transform
 - Using Schemas
 - Adding Data to an XML File

Apply Your Skills
Summary of Section 6
Questions and Review

Appendices

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