

ExecuTrain Course Outline

Word 2003 Level 3

ET843622

1 Day

Course Description

This course focuses on topics about complex documents. In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.

Prerequisites

You should be able to use Microsoft Word 2003 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. You can obtain this level of skill by taking the following course:

- Word 2003: Level 1
- Word 2003: Level 2

Objectives

Upon successful completion of this course, students will be able to:

- ✓ Use Word with other programs.
- ✓ Collaborate on documents.
- ✓ Add reference marks and notes to a document.
- ✓ Make long documents easier to use.
- ✓ Secure documents and document information.
- ✓ Create Web pages.
- ✓ Create a form.
- ✓ Use XML in Word.

Outline

Using Microsoft Office Word 2003 with Other Programs

Link to a Microsoft® Office Excel 2003 Worksheet
Link a Chart to Excel Data
Send a Document Outline to PowerPoint
Extract Text from a Fax
Save a Document as a Different File Format
Look Up Information Using Research Sites
Send a Document as an Email Attachment

Collaborating on Documents

Modify User Information
Create a New Version of a Document
Delete Old Versions
Send a Document for Review
Use Comments
Compare Document Changes
Merge Document Changes
Review a Document

Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Insert Cross-references

Making Long Documents Easier to Use

- Mark Text for Indexing
- Insert an Index
- Insert a Table of Figures
- Mark Text for a Table of Authorities
- Insert a Table of Authorities
- Insert a Table of Contents
- Create a Master Document
- Automatically Summarize a Document

Securing a Document

- Update a Document's Properties
- Save a Document without Personal Information
- Hide Text
- Limit Formatting Choices in a Document
- Select Regions of a Document that Can Be Modified
- Add a Digital Signature to a Document
- Require a Password to Open a Document

Creating Web Pages

- Create a Web Page
- Insert Hyperlinks
- Insert a Movie Clip into a Web Page
- Apply a Theme to a Web Page
- Create a Framed Web Page
- Save a Web Page to a Web Server

Creating Forms

- Add Form Fields to a Document
- Protect a Form
- Save Form Data as Plain Text
- Automate a Form

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- Protect a Form
- Save Form Data as Plain Text
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Using XML in Word

- Tag an Existing Document
- Save a Document as XML
- Transform an XML Document

Appendix A: Microsoft Office Specialist Program