

## ExecuTrain Course Outline

### Word 2003 Level 1

S0094v1.0

1 Day

#### Course Description

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.

#### Prerequisites

This course assumes that you are familiar with using personal computers and have used a mouse and key board (basic typing skills are recommended). You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders . One of the following courses or equivalent knowledge is required:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

#### Objectives

- Upon successful completion of this course, students will be able to:
- Create a basic document.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs. Use Word tools to make your documents more accurate.
- Add tables to a document.
- Add graphic elements to a document.
- Control a document's page setup and its overall appearance.

## Outline

### **Creating a Basic Document**

- The Word Environment
- Get Help Using Word
- Enter Text
- Save a New Document
- Preview a Document
- Find and Replace Text
- Print a Document

### **Editing a Document**

- Navigate in a Document
- Insert Text
- Select Text
- Create an AutoText Entry
- Move and Copy Text
- Delete Blocks of Text
- Undo Changes Find and Replace Text

### **Formatting Text**

- Change Font and Size
- Apply Font Styles and Effects
- Change Text Color
- Highlight Text
- Copy Formats
- Clear Formatting
- Find and Replace Text Formatting

### **Formatting Paragraphs**

- Set Tabs
- Change Paragraph Alignment
- Indent Paragraphs

- Add Borders and Shading

- Apply Styles

- Create Lists

- Change Spacing Between Paragraphs and Lines

### **Proofing a Document**

- Use the Thesaurus

- Check Spelling and Grammar

- Create a New Default Dictionary

- Check Word Count

- Modify a Document in Print Preview

### **Adding Tables**

- Create a Table

- Enter Data in a Table

- AutoFormat a Table

- Convert Text into a Table

### **Inserting Graphic Elements**

- Insert Symbols and Special Characters

- Insert a Clip Art Picture

- Add a Watermark

### **Controlling Page Appearance**

- Set Page Orientation

- Change Page Margins

- Apply a Page Border

- Add Headers and Footers

- Insert a Page Break

## ExecuTrain Course Outline

### Word 2003 Level 2

ET843621

1 Day

#### Course Description

In this course, you will increase the complexity of your Microsoft® Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2003 efficiency tools.

#### 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

#### Objectives

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

- manage data in lists.
- customize tables and charts.
- customize formatting.
- work with custom styles.
- modify pictures in a document.
- create customized graphic elements.
- control text flow.
- automate common tasks.
- automate document creation.
- perform mail merges.

#### Outline

##### Managing Lists

Sort a List  
Restart a List  
Create an Outline Numbered List  
Customize List Appearance

##### Customizing Tables and Charts

Sort a Table  
Modify Table Structure  
Merge or Split Cells  
Position Text in a Table Cell  
Apply Borders and Shading  
Perform Calculations in a Table  
Create a Chart from a Word Table  
Modify a Chart

##### Customizing Formatting

Modify Character Spacing  
Add Text Effects  
Control Paragraph Flow

##### Working with Custom Styles

Create a Character or Paragraph Style  
Modify an Existing Style  
Create a List Style  
Create a Table Style

##### Modifying Pictures

Set Picture Contrast or Brightness  
Crop a Picture  
Wrap Text Around a Picture

##### Creating Customized Graphic Elements

Draw Shapes and Lines  
Insert WordArt  
Insert Text Boxes  
Create Diagrams

**Controlling Text Flow**

- Insert Section Breaks
- Insert Columns
- Link Text Boxes

**Automating Common Tasks**

- Run a Macro
- Create a Macro
- Modify a Macro
- Customize Toolbars and Buttons
- Add Menu Items

**Automating Document Creation**

- Create a Document Based on a Template
- Create a Document by Using a Wizard
- Create or Modify a Template
- Change the Default Template Location
- Insert a MacroButton Field in a Template

**Performing Mail Merges**

- The Mail Merge Process
- Perform a Merge on Existing Documents
- Merge Envelopes and Labels
- Use Word to Create a Data Source

## 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

### **Creating Forms**

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

### **Using XML in Word**

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

## **Appendix A: Microsoft Office Specialist Program**