

Microsoft® Office Word 2003: Level 2

Course Specifications

Course length: 1.0 day(s)

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.

Course Objective: You will add complexity to Microsoft® Office Word 2003 documents and create personalized efficiency tools in Microsoft® Word 2003

Prerequisites: Students 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. Students can obtain this level of skill by taking the following Element K course: Microsoft Word 2003: Level 1

Course Content

Lesson 1: Managing Lists

Topic 1A: Sort a List
Topic 1B: Restart a List
Topic 1C: Create an Outline Numbered List
Topic 1D: Customize List Appearance

Lesson 2: Customizing Tables and Charts

Topic 2A: Sort a Table
Topic 2B: Modify Table Structure
Topic 2C: Merge or Split Cells
Topic 2D: Position Text in a Table Cell
Topic 2E: Apply Borders and Shading
Topic 2F: Perform Calculations in a Table
Topic 2G: Create a Chart from a Word Table
Topic 2H: Modify a Chart

Lesson 3: Customizing Formatting

Topic 3A: Modify Character Spacing
Topic 3B: Add Text Effects
Topic 3C: Control Paragraph Flow

Lesson 4: Working with Custom Styles

Topic 4A: Create a Character or Paragraph Style
Topic 4B: Modify an Existing Style
Topic 4C: Create a List Style
Topic 4D: Create a Table Style

Lesson 5: Modifying Pictures

Topic 5A: Set Picture Contrast or Brightness
Topic 5B: Crop a Picture
Topic 5C: Wrap Text Around a Picture

Lesson 6: Creating Customized Graphic Elements

Topic 6A: Draw Shapes and Lines
Topic 6B: Insert WordArt
Topic 6C: Insert Text Boxes
Topic 6D: Create Diagrams

Lesson 7: Controlling Text Flow

Topic 7A: Insert Section Breaks
Topic 7B: Insert Columns
Topic 7C: Link Text Boxes

Lesson 8: Automating Common Tasks

Topic 8A: Run a Macro
Topic 8B: Create a Macro
Topic 8C: Modify a Macro
Topic 8D: Customize Toolbars and Buttons
Topic 8E: Add Menu Items

Lesson 9: Automating Document Creation

Topic 9A: Create a Document Based on a Template
Topic 9B: Create a Document by Using a Wizard
Topic 9C: Create or Modify a Template
Topic 9D: Change the Default Template Location
Topic 9E: Insert a MacroButton Field in a Template

Lesson 10: Performing Mail Merges

Topic 10A: The Mail Merge Process
Topic 10B: Perform a Merge on Existing Documents
Topic 10C: Merge Envelopes and Labels
Topic 10D: Use Word to Create a Data Source

Appendix A: Microsoft Office Specialist Program

Are you a pencil pusher trapped in a computer?

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