

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:

- ✓ Microsoft Word 2003: Basic

Objectives

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

- ✓ work with sections and columns
- ✓ format and customize tables and charts
- ✓ working with Excel data.
- ✓ work with custom styles.
- ✓ modify pictures in a document.
- ✓ create customized graphic elements.
- ✓ create document templates
- ✓ track changes in a document.
- ✓ compare document versions
- ✓ print labels and envelopes

Outline

Unit 1: Working with sections and columns

Topic A: Creating and formatting sections

Topic B: Working with multiple columns

Topic C: Working with text in columns

Unit 2: Formatting tables

Topic A: Table formatting basics

Topic B: Borders and shading

Topic C: Table AutoFormat

Topic D: Drawing tables

Unit 3: Working with Excel data

Topic A: Importing data and creating charts

Topic B: Performing calculations in tables

Topic C: Linking and embedding data

Unit 4: Working with styles

Topic A: Creating styles

Topic B: Modifying and deleting styles

Topic C: Navigating in large documents

Unit 5: Headers and footers

Topic A: Different headers and footers

Word 2003: Intermediate

Topic B: Page numbering

Unit 6: Printing labels and envelopes

Topic A: Labels and envelopes

Unit 7: Working with graphics and objects

Topic A: Working with graphics and clip art

Topic B: Inserting WordArt and symbols

Topic C: Customizing the background

Topic D: Using drawing tools

Unit 8: Document templates

Topic A: Template basics

Topic B: Creating templates

Unit 9: Managing document revisions

Topic A: Tracking changes in a document

Topic B: Working with comments

Topic C: Comparing document versions

Appendix A: Microsoft Office Specialist exam objectives maps

Topic A: Specialist exam objectives

Topic B: Expert exam objectives