

Course ID

M-WORD03L2

Course Duration

1 day

Course Title

Microsoft Office Word 2003: Level 2

Related Courses

- Microsoft Office Word 2003: Level 3 (M-WORD03L3, 1 day)

Aimed At

Those who can create and modify common business documents in Microsoft® Word 2003 and wish to learn how to create and modify complex business documents and use customized efficiency tools. This course will also help you prepare for the Specialist certification in Microsoft® Word 2003.

Group Size

5-15

Prerequisites

- Microsoft Office Word 2003: Level 1 (M-WORD03L1, 1 day)

Course in a Nutshell

If you're well-versed with creating, modifying, and enhancing common business documents, the next step up is to learn how to customize and automate your documents. This course will help you create more complex documents with components such as customized lists, tables, formats, styles, charts, and graphics. We will also show you how to create personalized Microsoft® Word 2003 efficiency tools.

This course is one of a series of courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To 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.

Course **About the Microsoft Office Specialist Program**

Outline

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

Lab Requirements

Hardware Requirements: This course requires one computer for each participant and one for the instructor. The computers should have the following minimum configuration:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system; 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB of free hard-disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB of free hard-disk space available for the Office installation.
- A floppy disk drive.
- A mouse or other pointing device.
- An 800-x-600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform and Software Requirements:

- Platform: Microsoft Windows.
- Either Windows XP Professional with Service Pack 1, or Windows 2000 Professional with Service Pack 3.
- Microsoft® Office Professional Edition 2003.

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

July 30, 2006