

Course ID

**M-WORD03L3**

Course Duration

**1 day**

### **Related Courses**

Course Title

**Microsoft Office Word 2003: Level 3**

### **Aimed At**

Those with a basic understanding of Microsoft Windows who can create and modify standard business documents in Microsoft® Word 2003 and who need to learn how to use its more advanced functionality to create, manage, revise, and distribute long documents, forms, and Web pages. This course will help you prepare for the Specialist certification in Microsoft® Word 2003.

### **Group Size**

5-15

### **Prerequisites**

You should be able to use Microsoft® Word 2003 to create, edit, format, save, and print business documents that contain text, tables, and graphics. You should also know how to use a Web browser and an email program. A basic understanding of XML would be helpful. To learn how Word interacts with other Office applications, you should also have some understanding of worksheets and presentations. One of the following courses or equivalent knowledge is required:

- Microsoft Office Word 2003: Level 1 (M-WORD03L1, 1 day)
- Microsoft Office Word 2003: Level 2 (M-WORD03L2, 1 day)

### **Course in a Nutshell**

If you possess an intermediate level of skill in Word 2003 and are ready to explore its power features, this course is for you. In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages. We will also show you how to use Word with other applications, collaborate on a Word document with other users, augment your document with reference marks and notes, and make use of XML.

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:

- 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.

**Course  
Outline**

**About the Microsoft Office Specialist Program**

**Lesson 1: Using Microsoft Office Word 2003 with Other Programs**

- Topic 1A: Link to a Microsoft® Office Excel 2003 Worksheet
- Topic 1B: Link a Chart to Excel Data
- Topic 1C: Send a Document Outline to PowerPoint
- Topic 1D: Extract Text from a Fax
- Topic 1E: Save a Document as a Different File Format
- Topic 1F: Look Up Information Using Research Sites
- Topic 1G: Send a Document as an Email Attachment

**Lesson 2: Collaborating on Documents**

- Topic 2A: Modify User Information
- Topic 2B: Create a New Version of a Document
- Topic 2C: Delete Old Versions
- Topic 2D: Send a Document for Review
- Topic 2E: Use Comments
- Topic 2F: Compare Document Changes
- Topic 2G: Merge Document Changes
- Topic 2H: Review a Document

**Lesson 3: Adding Reference Marks and Notes**

- Topic 3A: Insert Bookmarks
- Topic 3B: Insert Footnotes and Endnotes
- Topic 3C: Add Captions
- Topic 3D: Insert Cross-references

**Lesson 4: Making Long Documents Easier to Use**

- Topic 4A: Mark Text for Indexing
- Topic 4B: Insert an Index
- Topic 4C: Insert a Table of Figures
- Topic 4D: Mark Text for a Table of Authorities
- Topic 4E: Insert a Table of Authorities
- Topic 4F: Insert a Table of Contents
- Topic 4G: Create a Master Document
- Topic 4H: Automatically Summarize a Document

#### **Lesson 5: Securing a Document**

- Topic 5A: Update a Document's Properties
- Topic 5B: Save a Document without Personal Information
- Topic 5C: Hide Text
- Topic 5D: Limit Formatting Choices in a Document
- Topic 5E: Select Regions of a Document that Can Be Modified
- Topic 5F: Add a Digital Signature to a Document
- Topic 5G: Require a Password to Open a Document

#### **Lesson 6: Creating Web Pages**

- Topic 6A: Create a Web Page
- Topic 6B: Insert Hyperlinks
- Topic 6C: Insert a Movie Clip into a Web Page
- Topic 6D: Apply a Theme to a Web Page
- Topic 6E: Create a Framed Web Page
- Topic 6F: Save a Web Page to a Web Server

#### **Lesson 7: Creating Forms**

- Topic 7A: Add Form Fields to a Document
- Topic 7B: Protect a Form
- Topic 7C: Save Form Data as Plain Text
- Topic 7D: Automate a Form

#### **Lesson 8: Using XML in Word**

- Topic 8A: Tag an Existing Document
- Topic 8B: Save a Document as XML
- Topic 8C: Transform an XML Document

## Lab Requirements

**Hardware Requirements:** This course requires one computer for the classroom to run Windows Server 2003 Standard Edition and Exchange Server 2003 that meets the following system requirements:

- Pentium III 133 MHz (550 MHz recommended)
- 256 MB RAM (512 MB recommended)
- 10 GB disk space plus 700 MB for Exchange Server 2003
- CD-ROM or DVD drive
- VGA or higher video adapter and monitor
- Keyboard and Microsoft mouse or other input device

The course also 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 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 free hard-disk space available for the Office installation.
- A floppy-disk drive.
- A CD-ROM 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
- Microsoft Windows Server 2003, Enterprise Edition.
- Microsoft Exchange Server 2003.
- Either Windows XP Professional with Service Pack 1a or later or Windows 2000 Professional with Service Pack 4 or later.
- 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*