

Microsoft Office Word 2003: Level 3

- **Course Number:** 084362
- **Course Length:** 1 Day

Course Overview

You know how to use Microsoft® Office Word 2003 to create and format typical business documents. But you need to work on more 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

Students should be able to use Microsoft® Office Word 2003 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a Web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Word 2003: Level 1
- Microsoft® Office Word 2003: Level 2

Audience

This course was designed for persons with a basic understanding of Microsoft Windows who can create and modify standard business documents in Microsoft® OfficeWord 2003, and who need to learn how to use the more advanced features of Word 2003 to create, manage, revise, and distribute long documents, forms, and Web pages. This course is intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.

Course Outline

Course Introduction

3h

Course Introduction

Lesson 01 - Using Word 2003 with Other Programs

25m

Using Word 2003 with Other Programs

Object Overview

Examples of Objects

Demo - Link Excel

The Outlining Toolbar

Heading Styles and Slides

Batch Conversion Wizard

Demo - Different Formats

Research Task Pane

Demo - Research

Lesson 01 Review

Lesson 02 - Collaborating on Documents

29m

Collaborating on Documents
User Info and Versions
The Compare Side by Side Toolbar
Demo - Versions
The Collaboration Process
The Reviewing Toolbar
Track Changes Options
Merge Options
Reading Layout View
The Reading Layout Toolbar
Demo - Reviewing
Lesson 02 Review

Lesson 03 - Adding Reference Marks and Notes

22m

Adding Reference Marks and Notes
Bookmarks
Demo - Bookmarks
Notes
View a Note in Context
Captions
Cross References
The Select Browse Object Menu
Demo - Notes
Lesson 03 Review

Lesson 04 - Making Long Documents Easier to Use

39m

Making Long Documents Easier to Use
Indexing
A Concordance File Document
An Index Entry and Subentry
Demo - Indexing
Table of Figures and Authorities
Demo - Tables of Figures and Authorities
Master Documents
Master Document Benefits
A Master Document with Collapsed Subdocuments
Master Document View on the Outlining Toolbar
Demo - Master Documents
AutoSummarize
AutoSummarize Options

The AutoSummarize Toolbar
Demo - AutoSummarize
Lesson 04 Review

Lesson 05 - Securing a Document

23m

Securing a Document
Document Properties
What is Removed?
Personal Information
Hidden Text
Demo - Hidden Text
Securing Documents
The Protect Document Task Pane
Demo - Security
Lesson 05 Review

Lesson 06 - Creating Web Pages

39m

Creating Web Pages
Web 101
Web Options
Web Page Preview
Hyperlinks
Demo - Create Web Pages
Themes
The Web Tools Toolbar
Framed Pages
The Frames Toolbar
A Web Page with Frames
Demo - Enhance Web Pages
Lesson 06 Review

Lesson 07 - Creating Forms

21m

Creating Forms
A Typical Word Form
Common Form Fields
The Forms Toolbar
Demo - Word Forms
Automating Forms
Demo - Automating Word Forms
Lesson 07 Review

Lesson 08 - Using XML in Word

22m

Using XML in Word
XML Terminology
A Data-Only XML Document
A Schema

An Element
The XML Structure Task Pane
A WordML Document
A Transform Sample
How a Transform Works
Solutions Added to a Schema
The XML Document Task Pane
Demo - XML Documents
Lesson 08 Review
Course Closure

Total Duration: 3h 44m