

## Word 2003 - Level 2

Days of Training: 1

### Overview

In this course, students increase the complexity of their Microsoft Office Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. They also create personalized Microsoft Office Word 2003 efficiency tools. It is intended for persons who can create and modify standard business documents in Microsoft Office Word 2003, and who need to learn how to use Microsoft Office Word 2003 to create or modify complex business documents as well as customized Word efficiency tools.

### Prerequisites

- Word Level 1

### At Course Completion

Upon successful completion of this course, students will have an understanding of the following topics:

- Managing Lists.
- Customizing Tables and Charts.
- Customizing Formatting.
- Working with Custom Styles.
- Modifying Pictures.
- Creating Customized Graphic Elements.
- Controlling Text Flow.
- Automating Common Tasks.
- Automating Document Creation.
- Performing Mail Merges.

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### Lesson 1: Managing Lists

- Sort a List
- Restart a List
- Create an Outline Numbered List
- Customize List Appearance

### Lesson 2: Customizing Tables and Charts

- Sort a Table
- Modify Table Structure
- Merge or Split Cells
- Position Text in a Table Cell
- Apply Borders and Shading
- Perform Calculations in a Table
- Create a Chart from a Word Table
- Modify a Chart

### Lesson 3: Customizing Formatting

- Modify Character Spacing
- Add Text Effects
- Control Paragraph Flow

### Lesson 4: Working with Custom Styles

- Create a Character or Paragraph Style
- Modify an Existing Style
- Create a List Style
- Create a Table Style

### Lesson 5: Modifying Pictures

- Set Picture Contrast or Brightness
- Crop a Picture
- Wrap Text Around a Picture

### Lesson 6: Creating Customized Graphic Elements

- Draw Shapes and Lines
- Insert WordArt
- Insert Text Boxes
- Create Diagrams

### Lesson 7: Controlling Text Flow

- Insert Section Breaks
- Insert Columns
- Link Text Boxes

### Lesson 8: Automating Common Tasks

- Run a Macro
- Create a Macro
- Modify a Macro
- Customize Toolbars and Buttons
- Add Menu Items

### Lesson 9: Automating Document Creation

- Create a Document Based on a Template
- Create a Document by Using a Wizard
- Create or Modify a Template
- Change the Default Template Location
- Insert a MacroButton Field in a Template

### Lesson 10: Performing Mail Merges

- The Mail Merge Process
- Perform a Merge on Existing Documents
- Merge Envelopes and Labels
- Use Word to Create a Data Source

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