

Word 2003 - Level 3

Days of Training: 1

Overview

In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages. It is intended 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.

Prerequisites

- Word - Levels 1 and 2

At Course Completion

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

- Using Microsoft Office Word 2003 with Other Programs.
- Collaborating on Documents.
- Adding Reference Marks and Notes.
- Making Long Documents Easier to Use.
- Securing a Document.
- Creating Web Pages.
- Creating Forms.

Lesson 1: Using Microsoft Office Word 2003 with Other Programs

- Link to a Microsoft® Office Excel 2003 Worksheet
- Link a Chart to Excel Data
- Send a Document Outline to PowerPoint
- Extract Text from a Fax
- Save a Document as a Different File Format
- Look Up Information Using Research Sites
- Send a Document as an Email Attachment

Lesson 2: Collaborating on Documents

- Modify User Information
- Create a New Version of a Document
- Delete Old Versions
- Send a Document for Review
- Use Comments
- Compare Document Changes
- Merge Document Changes
- Review a Document

Lesson 3: Adding Reference Marks and Notes

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Insert Cross-references

Lesson 4: Making Long Documents Easier to Use

- Mark Text for Indexing
- Insert an Index
- Insert a Table of Figures
- Mark Text for a Table of Authorities
- Insert a Table of Authorities
- Insert a Table of Contents
- Create a Master Document
- Automatically Summarize a Document

Lesson 5: Securing a Document

- Update a Document's Properties
- Save a Document without Personal Information
- Hide Text
- Limit Formatting Choices in a Document
- Select Regions of a Document that Can Be Modified
- Add a Digital Signature to a Document
- Require a Password to Open a Document

Lesson 6: Creating Web Pages

- Create a Web Page
- Insert Hyperlinks
- Insert a Movie Clip into a Web Page
- Apply a Theme to a Web Page
- Create a Framed Web Page
- Save a Web Page to a Web Server

Lesson 7: Creating Forms

- Add Form Fields to a Document
- Protect a Form
- Save Form Data as Plain Text
- Automate a Form

Lesson 8: Using XML in Word

- Tag an Existing Document
- Save a Document as XML
- Transform an XML Document

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