



Microsoft® Office Word 2003: Level 2

Course Description

This course was designed for persons who can create and modify standard business documents in Microsoft® Word 2003, and who need to learn how to use Microsoft® Word 2003 to create or modify complex business documents as well as customized Word efficiency tools

Course Objective: You will add complexity to Microsoft® Office Word 2003 documents and create personalized efficiency tools in Microsoft® Word 2003.

Prerequisites: Students should be able to use Microsoft® Word 2003 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Completion of:

- Microsoft Word 2003: Level 1

Performance-Based Objectives

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 Content

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 5: Modifying Pictures

- Topic 5A: Set Picture Contrast or Brightness
- Topic 5B: Crop a Picture
- Topic 5C: Wrap Text Around a Picture

Lesson 7: Controlling Text Flow

- Topic 7A: Insert Section Breaks
- Topic 7B: Insert Columns
- Topic 7C: Link Text Boxes

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 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 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 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 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