

Course overview:

Word 2003 Level 3



Overview and objectives

This course is designed to help you to develop document solutions for longer format document types, such as a report, thesis, book, or manual. You will learn to use templates, styles, and fields to format and cross-reference long documents consistently.

You will learn more advanced page layout techniques, allowing you to create documents such as a newsletter or simple magazine. You will also learn to merge a document with a data source to create mail merge letters and to manage linked objects.

Target audience

Those wanting to develop their skills in using Word to design document solutions and use tools for creating and formatting longer and more complex documents.

Course prerequisites

Ideally, you will have completed the courses "Microsoft Word 2003 Level 1 & 2".

Word 2003 - Creating a Style

- Create and modify a style • Apply a style • Assign a style to a shortcut key

Word 2002 - Creating a Template

- Create and modify a template • Attach a different template to a document • Load a global template • Modify the location of workgroup templates

Word 2003 - Tables of Contents

- Create and modify a table of contents, table of authorities, and table of figures • Create and modify an index • Automatically summarise a document

Word 2003 - References

- Bookmark selected text • Create cross-references • Create and revise footnotes and endnotes • Add captions to objects manually and automatically

Word 2003 - Formatting an Outline List

- Create an outline numbered list • Promote and demote outline levels • Restart and continue numbering from another list

Word 2003 - Managing Styles

- Create bulleted and numbered list styles • Create outline list styles • Create table styles • Manage styles using the Organizer • Switch styles using the Style Gallery • Apply and remove direct formatting • Reveal styles and check formatting

Word 2003 - Object Linking and Embedding

- Link or embed an OLE object (Excel worksheet or chart) • Import Excel data as a Word table • Modify an OLE object • Update or unlink a linked data object • Create a chart from existing data (worksheet, table, delimited text) • Append text from another document • Convert existing text into a table • Build and edit an equation

Word 2003 - Mail Merge Wizard

- Create a Main Document • Create and edit a Recipient List • Print a merged document • Merge to a new document • Use an alternate data source • Prepare and print mail merge envelopes and labels

Office 2003 - WordArt

- Insert and format WordArt text

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Word 2003 - Modifying a Table

- Use a table for page layout • Specify table properties • Align and position a table • Merge and split cells and tables • Set cell margins and spacing • Align and orient cell contents

Word 2003 – Working with Long Documents

- Text flow on large documents. Formatting Paragraphs • Headers and footers in large and complex documents. • Manage large documents using the Outlining facility. • Use a master documents • Insert bookmarks and cross-references • Insert footnotes and endnotes. • Creating Tables of contents & indexes.

Word 2003 - Desktop Publishing

- Use linked text boxes • Edit and format text boxes • Position and align text around objects • Create a watermark • Create and modify a page border • Print a book fold document • Scale documents to print on different paper or print multiple pages on a single sheet