

Training Course Specification

Course: Microsoft Word 2003 Level 3; Advanced

Duration: One-Day

COURSE OBJECTIVES:

- Create and save documents for easy retrieval
- Insert and delete text to edit a document
- Move, copy, and replace text
- Modify text for emphasis
- Learn document and paragraph formatting
- Set and remove tab stops to enhance document appearance
- Use margins, indents, bullets, and numbering to change text layout
- Create web pages and convert documents to web pages

WHO SHOULD ATTEND:

Microsoft Word 2003 combines a powerful word processing application with the user-friendly atmosphere of Windows 2000. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

EXPERIENCE NEEDED:

Delegates should have an understanding of any of the following operating systems: Windows 2000 or above

SYSTEM REQUIREMENTS: Microsoft Word 2003 requires the following System Requirements:

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|------------------|--|
| Processor | Pentium 233 Mhz or higher processor; Pentium III recommended |
| Operating system | Microsoft Windows 2000 Service Pack 3 or later, or Windows XP or later (recommended) |
| Memory | 64 MB RAM (minimum);128 MB RAM (recommended) |

COURSE CONTENT

1 Sorting and Merging Text and Data

- Sorting
- Merging
- Protect Document
- Exercise 1

2. Working With Formulas, Worksheets, and Charts

- Calculating in Tables
- Using Formulas
- Using Worksheets
- Creating and Modifying Worksheets
- Embedding Existing Excel Worksheets
- Working with Charts
- Importing and Copying Data into a Datasheet

3. Introduction to Macros

- Recording and Running Macros
- Managing Macros
- Deleting Macros

4. Enhancing Documents

- Working with Graphics
- Modifying Graphics
- Positioning and Deleting Graphics
- Using Advanced Enhancement Techniques
- Inserting Special Characters
- Inserting Watermarks
- Formatting First Pages

5. Reviewing Documents

- About saving versions of a document
- Document Compare
- Tracking Changes
- Turning off display of revision marks
- Split Window
- Language Setting
- Shared workspace
- WordArt
- Creating Frames

Appendix A: Additional Features in Word 2003

- The Office Task Panes
- Smart Tags
- Paste Options Smart Tags
- AutoCorrect Options
- Other New Features Relevant to Word
- Document Recovery
