

Microsoft Office Word 2003: Level 3

Course Summary

Description

Once students know how to use Microsoft Office Word 2003 to create and format typical business documents, they will need to work on more complex documents. In this course, the student will learn how to use Word to create, manage, revise, and distribute long documents, forms and Web pages.

Objectives

At the end of this course, students will be able to:

- Use Word with other programs
- Collaborate on documents
- Add reference marks and notes to a document
- Make long documents easier to use
- Secure documents and document information
- Create Web pages
- Create a form
- Use XML in Work

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
- Using XML in Word

Audience

This course was designed for persons with a basic understanding of Microsoft Windows who can create and modify standard business documents in Microsoft Office Word 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. This course is intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft Word 2003.

Prerequisites

Students should be able to use Microsoft Office Word 2003 to create, edit, format, save and print business documents that contain text, tables and graphics. Students should also be able to use a Web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure success, students should first take the following ProTech courses or have equivalent knowledge: Microsoft Office Word 2003: Level 1 and Microsoft Office Word 2003: Level 2.

Duration

One day

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Course Outline

I. Using Microsoft Office Word 2003 with Other Programs

- A. Link to a Microsoft Office Excel 2003 Worksheet
- B. Link a Chart to Excel Data
- C. Send a Document Outline to PowerPoint
- D. Extract Text from a Fax
- E. Save a Document as a Different File Format
- F. Look Up Information Using Research Sites
- G. Send a Document as an Email Attachment

II. Collaborating on Documents

- A. Modify User Information
- B. Create a New Version of a Document
- C. Delete Old Versions
- D. Send a Document for Review
- E. Use Comments
- F. Compare Document Changes
- G. Merge Document Changes
- H. Review a Document

III. Adding Reference Marks and Notes

- A. Insert Bookmarks
- B. Insert Footnotes and Endnotes
- C. Add Captions
- D. Insert Cross-references

IV. Making Long Documents Easier to Use

- A. Mark Text for Indexing
- B. Insert an Index
- C. Insert a Table of Figures
- D. Mark Text for a Table of Authorities
- E. Insert a Table of Authorities

- F. Insert a Table of Contents
- G. Create a Master Document
- H. Automatically Summarize a Document

V. Securing a Document

- A. Update a Document's Properties
- B. Save a Document without Personal Information
- C. Hide Text
- D. Limit Formatting Choices in a Document
- E. Select Regions of a Document that Can Be Modified
- F. Add a Digital Signature to a Document
- G. Require a Password to Open a Document

VI. Creating Web Pages

- A. Create a Web Page
- B. Insert Hyperlinks
- C. Insert a Movie Clip into a Web Page
- D. Apply a Theme to a Web Page
- E. Create a Framed Web Page
- F. Save a Web Page to a Web Server

VII. Creating Forms

- A. Add Form Fields to a Document
- B. Protect a Form
- C. Save Form Data as Plain Text
- D. Automate a Form

VIII. Using XML in Word

- A. Tag an Existing Document
- B. Save a Document as XML
- C. Transform an XML Document

IX. Microsoft Office Specialist Program