



Microsoft Word 2003 Level 2

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Word 2003: Basic or equivalent experience</p> <p>Course Overview:</p> <p>Create and format sections in a document, create multiple columns, and sort text in columns.</p> <p>Work with tables by formatting the cell text, resizing rows and columns, adding borders and shading, using the Table AutoFormat command, and drawing a table.</p> <p>Import Excel data into Word tables, use formulas to perform calculations, and link and embed Excel data.</p> <p>Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and thumbnails.</p> <p>Create specialized headers and footers for the first page, odd and even pages, and sections, and use the page numbering feature.</p>	<p>Print single labels and envelopes.</p> <p>Add graphics and objects by inserting files, Clip Art, WordArt, symbols, and drawn objects, and change the document appearance by using background colors and fill effects, watermarks, and themes.</p> <p>Use and create templates, view and edit document properties, modify template fields, and protect templates.</p> <p>Manage document revisions by tracking changes while editing, using the Compare and Merge features.</p> <p>Outline:</p> <p>Working with sections and columns</p> <p>Creating and formatting sections</p> <p>Working with multiple columns</p> <p>Working with text in columns</p> <p>Formatting tables</p> <p>Table formatting basics</p> <p>Aligning text in table cells</p> <p>Borders and shading</p> <p>Table AutoFormat</p> <p>Drawing tables</p> <p>Working with Excel data</p> <p>Importing data and creating charts</p> <p>Performing calculations in tables</p> <p>Linking and embedding data</p>	<p>Working with styles</p> <p>Creating styles</p> <p>Modifying and deleting styles</p> <p>Navigating in large documents</p> <p>Headers and footers</p> <p>Different headers and footers</p> <p>Page numbering</p> <p>Printing labels and envelopes</p> <p>Labels and envelopes</p> <p>Working with graphics and objects</p> <p>Working with graphics and clip art</p> <p>Inserting WordArt and symbols</p> <p>Customizing the background</p> <p>Using drawing tools</p> <p>Document templates</p> <p>Template basics</p> <p>Creating templates</p> <p>Managing document revisions</p> <p>Tracking changes in a document</p> <p>Working with comments</p> <p>Comparing document versions</p> <p>Appendix A: Microsoft Office Specialist exam objectives maps</p> <p>Specialist exam objectives</p> <p>Expert exam objectives</p>
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