



# Microsoft Word 2003 Level 3

## COURSE OUTLINE

<p><b>Course Duration:</b></p> <p>1 Day</p> <p><b>Prerequisites:</b></p> <p>Word 2003: Intermediate or equivalent experience</p> <p><b>Course Overview:</b></p> <p>Use the Mail Merge task pane to create form letters, create a data source, work with records, and create mailing-label documents.</p> <p>Create forms, modify and rearrange fields in forms, protect and print forms, and discuss digital signatures.</p> <p>Create a master document that includes a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames.</p>	<p>Automate tasks by recording, running, modifying, and copying macros, and use macros in a form.</p> <p>Customize the menu and toolbar by creating a custom menu, adding buttons to a toolbar, and creating a custom toolbar.</p> <p>Create an XML document, attach an XML schema, modify XML options, apply a transform, and discuss smart documents.</p> <p><b>Outline:</b></p> <p><b>Using Mail Merge</b></p> <p>Creating form letters</p> <p>Working with data sources</p> <p>Creating mailing labels</p> <p><b>Working with forms</b></p> <p>Creating forms</p> <p>Modifying forms</p> <p>Protecting and printing forms</p> <p>Using digital signatures</p> <p><b>Working with large documents</b></p> <p>Master documents</p> <p>Footnotes and endnotes</p> <p>Indexes</p> <p>Bookmarks and cross-references</p> <p>Web frames</p>	<p><b>Creating macros</b></p> <p>Recording and running macros</p> <p>Modifying and deleting macros</p> <p>Using macros in forms</p> <p><b>Customizing menus and toolbars</b></p> <p>Creating custom menus</p> <p>Customizing toolbars</p> <p><b>Using XML features in Word</b></p> <p>Working with XML</p> <p><b>Appendix A: Sharing Word documents</b></p> <p>Shared Workspaces</p> <p>Web discussions</p> <p><b>Appendix B: Microsoft Office Specialist exam objectives maps</b></p> <p>Specialist exam objectives</p> <p>Expert exam objectives</p>
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