

Word 2003 Level 3

1-day course
Course code: W133

Who should attend? This course is intended for participants who are familiar with Word 2003.

Prerequisites Word 2003 Level 2

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Assign themes and insert graphics to add visual appeal to documents and use WordArt and text boxes to enhance document layout
- Add columns, headers, and footers to enhance page layout and use tables to sort, calculate, and chart data
- Use Outline View to organize documents, use sections to control document layout, add references to navigate and display document information, and create tables of contents and indexes
- Insert revisions and comments in a document to track changes, compare and merge documents to review changes, save versions of documents and add comments to document summaries to organize work-in-progress
- Record and edit macros to automate repetitive actions, create custom menus and toolbars to quickly access macros and commands

Course Content

Enhancing Publications with Graphics

Assigning Themes; Inserting Files and Graphics; Inserting WordArt and Symbols; Adding Other Artwork

Building Page Layout

Formatting Text in Columns; Adding Headers and Footers; Sorting Text; Calculating and Charting Data

Document Organization

Outline View; Sections; References; Tables of Contents; Indexes

Revising Documents

Managing Revisions in a Document; Inserting Comments in a Document; Protecting a Document; Comparing Documents; Saving Document Versions; Working with File Options

Automating Actions

Recording and Running Macros; Editing Macros; Creating Custom Menus; Creating Custom Toolbars
