

Course Outline

- Course Objective:** Upon successful completion of this course, students will be able to: manage data in lists; customize tables and charts; customize formatting; work with custom styles; modify pictures in a document; create customized graphic elements; control text flow; automate common tasks; automate document creation; and perform mail merges.
- Target Student:** This course was designed for persons who can create and modify standard business documents in Microsoft® Word 2003, and who need to learn how to use Microsoft® Word 2003 to create or modify complex business documents as well as customized Word efficiency tools. It will also be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft® Word 2003.
- Prerequisites:** Students should be able to use Microsoft® Word 2003 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics.

Course Content

1. Managing Lists

- Sort a List
- Restart a List
- Create an Outline Numbered List
- Customize List Appearance

2. Customizing Tables and Charts

- Sort a Table
- Modify Table Structure
- Merge or Split Cells
- Position Text in a Table Cell
- Apply Borders and Shading
- Perform Calculations in a Table
- Create a Chart from a Word Table
- Modify a Chart

3. Customizing Formatting

- Modify Character Spacing
- Add Text Effects
- Control Paragraph Flow

4. Working with Custom Styles

- Create a Character or Paragraph Style
- Modify an Existing Style
- Create a List Style
- Create a Table Style

5. Modifying Pictures

- Set Picture Contrast or Brightness
- Crop a Picture
- Wrap Text Around a Picture

6. Creating Customized Graphic Elements

- Draw Shapes and Lines
- Insert WordArt
- Insert Text Boxes
- Create Diagrams

7. Controlling Text Flow

- Insert Section Breaks
- Insert Columns
- Link Text Boxes

8. Automating Common Tasks

- Run a Macro
- Create a Macro
- Modify a Macro
- Customize Toolbars and Buttons
- Add Menu Items

9. Automating Document Creation

- Create a Document Based on a Template
- Create a Document by Using a Wizard
- Create or Modify a Template
- Change the Default Template Location
- Insert a MacroButton Field in a Template

10. Performing Mail Merges

- The Mail Merge Process
- Perform a Merge on Existing Documents
- Merge Envelopes and Labels
- Use Word to Create a Data Source