



Word 2003 Advanced

Prerequisites

Word XP Intermediate or equivalent skills. Must be able to create, format and sort tables, and to work with headers and footers. Should be able to create columns, bulleted and numbered lists. Knowledge of sections is required.

Duration 1 day(s)

Working with Styles and Themes

- Understanding Styles
- Creating a Style
- Using a Style
- Editing a Style
- Merging a Style from Another Document
- Using the Style Gallery
- Creating Styles Automatically
- Creating Styles by Example
- Modifying Styles by Example
- Applying a Theme to a Document

Working with Templates

- Defining Templates
- Using Templates
- Creating a Template
- Editing a Template

Working with Fields

- Defining Fields
- Inserting Fields
- Displaying Field Codes
- Updating a Field
- Editing a Field
- Creating a Table of Contents
- Creating an Index
- Using an IF Field in a Mail Merge Document
- Using a FILLIN Field

Working with Macros

- Recording a Macro
- Running a Macro
- Editing a Macro
- Assigning a Macro to a Shortcut Key
- Assigning a Macro to a Menu or Toolbar
- Deleting a Macro

Creating Forms

- Designing a Form
- Placing a Form Field
- Modifying Form Field Properties
- Adding Help Text to a Field
- Protecting a Form
- Using a Form

Working with Graphics

- Inserting Clip Art
- Inserting a Picture from a File
- Wrapping Text around Graphic Objects
- Selecting Graphics
- Positioning Graphics
- Sizing and Cropping Graphics
- Manipulating Graphics with the Drawing Toolbar
- Manipulating Graphics with the Picture Toolbar
- Creating Linked Text Boxes
- Creating Watermarks

Working with Worksheets, Charts, and Diagrams

- Inserting Excel Data
- Creating a Chart
- Modifying a Chart
- Importing Excel Data into the Datasheet
- Importing an Excel Chart
- Inserting Diagrams

Using Collaborative Tools

- Understanding Collaborative Tools
- Configuring Documents for Tracking Changes
- Tracking Document Changes
- Accepting or Rejecting Tracked Changes
- Saving Document Versions
- Merging Document Changes