

Course Description: In this course, students will increase the complexity of documents by adding components such as customized lists, tables, charts, and graphics. They will also create personalized Microsoft® Word 2003 efficiency tools. This is one of a series of courses that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Who Should Attend: Students who need to learn how to use Microsoft® Word 2003 to create or modify complex business documents as well as customized Word efficiency tools will benefit from this course. It is also helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft® Word 2003.

Prerequisites: Students should be able to create, edit, format, save, and print basic business documents. They should have taken Microsoft Word 2003: Level 1 or have equivalent knowledge.

Benefits of Attendance: Upon 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.
- Perform mail merges.

Course Outline:

Managing Lists

Sorting a List
Restarting a List
Creating an Outline Numbered List
Customizing List Appearance

Customizing Tables And Charts

Sorting a Table
Modifying Table Structure
Merging or Splitting Cells
Positioning Text in a Table Cell
Applying Borders and Shading
Performing Calculations in a Table
Creating a Chart from a Word Table
Modifying a Chart

Customizing Formatting

Modifying Character Spacing
Adding Text Effects
Controlling Paragraph Flow

Working With Custom Styles

Creating a Character or Paragraph Style
Modifying an Existing Style
Creating a List Style
Creating a Table Style

Modifying Pictures

Setting Picture Contrast or Brightness
Cropping a Picture
Wrapping Text Around a Picture

Creating Customized Graphic Elements

Drawing Shapes and Lines
Inserting WordArt
Inserting Text Boxes
Creating Diagrams

Controlling Text Flow

Inserting Section Breaks
Inserting Columns
Linking Text Boxes

Automating Common Tasks

Running a Macro
Creating a Macro
Modifying a Macro
Customizing Toolbars and Buttons
Adding Menu Items

Automating Document Creation

Creating a Document Based on a Template
Creating a Document by Using a Wizard
Creating or Modifying a Template
Changing the Default Template Location

Inserting a MacroButton Field in a Template

Performing Mail Merges

The Mail Merge Process
Performing a Merge on Existing Documents
Merging Envelopes and Labels
Using Word to Create a Data Source

Appendix A: Microsoft Office Specialist Program