

Course Description: In this course, students will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages. 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: This course is for persons who need to learn the more advanced features of Word 2003 to create, manage, revise, and distribute documents, forms, and Web pages. It will also benefit those pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.

Prerequisites: Students should be able to create, edit, format, save, and print documents. They should also be able to use a Web browser and an email program. Basic knowledge of XML is also helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. Microsoft® Office Word 2003: Level 1 and Microsoft® Office Word 2003: Level 2 or equivalent knowledge is recommended.

Benefits of Attendance: Upon completion of this course, students will be able to:

- Use Word with other programs.
- Collaborate on documents.
- Add reference marks and notes.
- Make long documents easier to use.
- Secure documents and document information.
- Create Web pages.
- Create a form.
- Use XML in Word.

Course Outline:

Using Microsoft Office Word 2003 With Other Programs

Linking to a Microsoft® Office Excel 2003 Worksheet
Linking a Chart to Excel Data
Sending a Document Outline to PowerPoint
Extracting Text from a Fax
Saving a Document as a Different File Format
Looking Up Information Using Research Sites
Sending a Document as an Email Attachment

Adding Form Fields to a Document
Protecting a Form
Saving Form Data as Plain Text
Automating a Form

Using XML In Word

Tagging an Existing Document
Saving a Document as XML
Transforming an XML Document

Appendix A: Microsoft Office Specialist Program

Collaborating On Documents

Modifying User Information
Creating a New Version of a Document
Deleting Old Versions
Sending a Document for Review
Using Comments
Comparing Document Changes
Merging Document Changes
Reviewing a Document

Adding Reference Marks And Notes

Inserting Bookmarks
Inserting Footnotes and Endnotes
Adding Captions
Inserting Cross-References

Making Long Documents Easier To Use

Marking Text for Indexing
Inserting an Index
Inserting a Table of Figures
Marking Text for a Table of Authorities
Inserting a Table of Authorities
Inserting a Table of Contents
Creating a Master Document
Automatically Summarizing a Document

Securing A Document

Updating a Document's Properties
Saving a Document without Personal Information
Hiding Text
Limiting Formatting Choices in a Document
Selecting Regions of a Document that Can Be Modified
Adding a Digital Signature to a Document
Requiring a Password to Open a Document

Creating Web Pages

Creating a Web Page
Inserting Hyperlinks
Inserting a Movie Clip into a Web Page
Applying a Theme to a Web Page
Creating a Framed Web Page
Saving a Web Page to a Web Server

Creating Forms