

Word 2003 Level 3 Outline

WORD 2003 LEVEL 3 - INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN WORD 2003?

LESSON 1 - CHARTS AND DIAGRAMS

1.1 CREATING A CHART

1.2 FORMATTING A CHART

1.3 CHANGING A CHART TYPE

1.4 INSERTING AN ORGANIZATION CHART

1.5 MODIFYING AN ORGANIZATION CHART

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH LONGER DOCUMENTS

2.1 CREATING A DOCUMENT OUTLINE

2.2 CREATING A TABLE OF CONTENTS

2.3 USING BOOKMARKS

2.4 ADDING FOOTNOTES AND ENDNOTES

2.5 ADDING CROSS-REFERENCES

2.6 CREATING AN INDEX

2.7 CREATING A MASTER DOCUMENT

2.8 INSERTING SUBDOCUMENTS INTO A MASTER DOCUMENT

2.9 COMPARING DOCUMENTS SIDE BY SIDE

2.10 USING READING LAYOUT VIEW

LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH FORMS

3.1 CREATING A FORM

3.2 RESIZING A FORM

3.3 ADDING A TEXT FIELD TO A FORM

3.4 ADDING A CHECK BOX TO A FORM

3.5 ADDING A DROP-DOWN LIST TO A FORM

3.6 ADDING HELP TO FORM FIELDS

3.7 PROTECTING A FORM

3.8 USING A FORM TEMPLATE

LAB 3 – ON YOUR OWN

LESSON 4 - CUSTOMIZING WORD

4.1 RECORDING A MACRO

4.2 RUNNING A MACRO

4.3 EDITING A MACRO

4.4 ADDING A CUSTOM MENU TO THE MENU BAR

- 4.5 ADDING COMMANDS TO A MENU
 - 4.6 ADDING BUTTONS TO A TOOLBAR
- LAB 4 – ON YOUR OWN

LESSON 5 - CREATING AND POSITIONING GRAPHICS

- 5.1 CREATING DRAWING OBJECTS
- 5.2 FORMATTING DRAWING OBJECTS
- 5.3 ALIGNING OBJECTS
- 5.4 ROTATING OBJECTS
- 5.5 USING 3-D AND SHADOW EFFECTS
- 5.6 ORDERING OBJECTS

LAB 5 – ON YOUR OWN

INDEX