

## **Microsoft® Office Word 2003: Level 2**

Course length: 1.0 day(s)

Certification: Microsoft Office Specialist: Microsoft® Office Word 2003

### **Course Description**

In the first course in this series, Microsoft Word 2003 : Level 1, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2003 works for you, and you can improve the quality of your work by enhancing your documents with customized Microsoft® Word 2003 elements. In this course, you will increase the complexity of your Microsoft® Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2003 efficiency tools.

**Course Objective:** You will add complexity to Microsoft® Office Word 2003 documents and create personalized efficiency tools in Microsoft® Word 2003.

**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 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. Students can obtain this level of skill by taking the following Element K course:

- Microsoft Word 2003: Level 1

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### **Performance-Based Objectives**

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.
- perform mail merges.

# Course Content

## Lesson 1: Managing Lists

- Topic 1A: Sort a List
- Topic 1B: Restart a List
- Topic 1C: Create an Outline Numbered List
- Topic 1D: Customize List Appearance

## Lesson 2: Customizing Tables and Charts

- Topic 2A: Sort a Table
- Topic 2B: Modify Table Structure
- Topic 2C: Merge or Split Cells
- Topic 2D: Position Text in a Table Cell
- Topic 2E: Apply Borders and Shading
- Topic 2F: Perform Calculations in a Table
- Topic 2G: Create a Chart from a Word Table
- Topic 2H: Modify a Chart

## Lesson 3: Customizing Formatting

- Topic 3A: Modify Character Spacing
- Topic 3B: Add Text Effects
- Topic 3C: Control Paragraph Flow

## Lesson 4: Working with Custom Styles

- Topic 4A: Create a Character or Paragraph Style
- Topic 4B: Modify an Existing Style
- Topic 4C: Create a List Style
- Topic 4D: Create a Table Style

## Lesson 5: Modifying Pictures

- Topic 5A: Set Picture Contrast or Brightness
- Topic 5B: Crop a Picture
- Topic 5C: Wrap Text Around a Picture

## Lesson 6: Creating Customized Graphic Elements

- Topic 6A: Draw Shapes and Lines
- Topic 6B: Insert WordArt
- Topic 6C: Insert Text Boxes
- Topic 6D: Create Diagrams

## Lesson 7: Controlling Text Flow

- Topic 7A: Insert Section Breaks
- Topic 7B: Insert Columns
- Topic 7C: Link Text Boxes

## Lesson 8: Automating Common Tasks

- Topic 8A: Run a Macro
- Topic 8B: Create a Macro
- Topic 8C: Modify a Macro
- Topic 8D: Customize Toolbars and Buttons
- Topic 8E: Add Menu Items

## Lesson 9: Automating Document Creation

- Topic 9A: Create a Document Based on a Template
- Topic 9B: Create a Document by Using a Wizard

Topic 9C: Create or Modify a Template  
Topic 9D: Change the Default Template Location  
Topic 9E: Insert a MacroButton Field in a Template

**Lesson 10: Performing Mail Merges**

Topic 10A: The Mail Merge Process  
Topic 10B: Perform a Merge on Existing Documents  
Topic 10C: Merge Envelopes and Labels  
Topic 10D: Use Word to Create a Data Source