

## Course Outline

# Microsoft Office Word 2003 Expert

**Designed for:** Those familiar with using Microsoft Word who now wish to learn advanced features

**Prerequisites:** Working knowledge of the Word 2003 program, ideally having completed the first Microsoft Office Word 2003 course

**Objectives:** To teach Microsoft Office Word 2003 to an Expert level

## Course Content

- Lesson One – Mail merge using existing documents, create a main document and a datasource, set filter options within mail merge, use mail merge to create envelopes and labels
- Lesson Two – Merge letters and labels with data sources from other programs, print a datasource, sort records, update, insert and delete records, manage fields
- Lesson Three – Apply paragraph shading, sort paragraphs. sort data in a table, insert calculations in a table, update fields, insert an embedded object, insert a linked object, update links, use paste special, import a file from Excel to create a chart, modify a chart, sort records, update, insert and delete records, manage fields
- Lesson Four – AutoSummarise, use Word Count, change file properties, create multiple versions of a document. protect documents, use Find and Replace to locate special characters, attach a digital signature to documents
- Lesson Five - Create and modify a table of contents, create and modify an index. create cross-reference in an index, insert a bookmark
- Lesson Six - Control the flow of text, create a watermark, modify a document background, create and revise footnotes and endnotes, insert a caption, insert a cross-reference within a document, set up different page numbering within a document, work with master documents and subdocuments
- Lesson Seven - Create a macro, run a macro, assign a macro to a keystroke, assign a macro to a toolbar button, edit a macro, delete a macro, use a form, create a form, create a drop-down list, create a date format, use calculations in a form
- Lesson Eight - Insert a movie, modify a web page, apply a theme to a document, save a document in XML format, attach a schema to a Word document, apply XML tags to a document

## Benefits

- Know how to use Word 2003 to an expert level
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

**Course duration:** 20 hours

**What next:** PowerPoint 2003, Access 2003, Excel 2003 Expert