

WORD 2003: LEVEL 2

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Description:

This course teaches intermediate-level features and functions of Word 2003. Students will learn how to work with sections and columns, format tables, import Excel data, create and modify styles, and work with headers and footers. They will also learn how to print labels and envelopes, work with graphics and objects, apply and create templates, and manage document versions. This course is approved courseware for Microsoft Office Specialist certification.

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Unit 1 : Working with sections and columns

Topic A: Creating and formatting sections

A-1: Inserting section breaks

A-2: Formatting sections

Topic B: Working with multiple columns

B-1: Formatting text into columns

B-2: Inserting column breaks and defining the spacing

B-3: Adding a heading across columns

B-4: Deleting a column break

B-5: Removing columns

Topic C: Working with text in columns

C-1: Adding text and headings to columns

C-2: Sorting text in a column

Unit 2 : Formatting tables

Topic A: Table formatting basics

A-1: Aligning text in table cells

A-2: Merging table cells

A-3: Changing text orientation

A-4: Changing row height

A-5: Distributing columns evenly across a table

Topic B: Borders and shading

B-1: Adding borders to a table

B-2: Shading table cells

Topic C: Table AutoFormat

C-1: Using AutoFormat to format a table

C-2: Setting the default table format

Topic D: Drawing tables

D-1: Drawing a table

D-2: Using the Eraser button to modify a table

Unit 3 : Working with Excel data Topic A: Importing data and creating charts

A-1: Importing data from an Excel worksheet

A-2: Formatting data in a table

A-3: Creating a chart

A-4: Modifying a chart

Topic B: Performing calculations in tables

B-1: Calculating totals

B-2: Copying a formula

B-3: Creating a formula

Topic C: Linking and embedding data

C-1: Embedding Excel data in Word

C-2: Linking Excel data in Word

Unit 4 : Working with styles

Topic A: Creating styles

A-1: Applying a style

- A-2: Creating a style by example
- A-3: Using the Styles and Formatting task pane
- A-4: Defining and applying a list style
- A-5: Defining and applying a table style
- Topic B: Modifying and deleting styles
 - B-1: Modifying a style
 - B-2: Overriding a style
 - B-3: Deleting a style
- Topic C: Navigating in large documents
 - C-1: Creating a document outline
 - C-2: Using the Document Map pane
 - C-3: Using thumbnails

Unit 5 : Headers and footers

- Topic A: Different headers and footers
 - A-1: Creating a first-page header and footer
 - A-2: Creating odd- and even-page headers and footers
 - A-3: Creating section headers and footers
- Topic B: Page numbering
 - B-1: Inserting page numbers
 - B-2: Suppressing the page number for the first page
 - B-3: Formatting page numbers
 - B-4: Including chapter numbers

Unit 6 : Printing labels and envelopes

- Topic A: Labels and envelopes
 - A-1: Printing a single label
 - A-2: Printing a single envelope

Unit 7 : Working with graphics and objects

- Topic A: Working with graphics and clip art
 - A-1: Inserting a graphic from a file
 - A-2: Inserting clip art
 - A-3: Modifying and moving a graphic
 - A-4: Adjusting the contrast and brightness of a graphic
 - A-5: Adding a border to a graphic
 - A-6: Wrapping text around a graphic
- Topic B: Inserting WordArt and symbols
 - B-1: Inserting a WordArt object
 - B-2: Editing and moving a WordArt object
 - B-3: Inserting a symbol
- Topic C: Customizing the background
 - C-1: Adding background colors and fill effects
 - C-2: Adding a watermark
 - C-3: Applying themes
- Topic D: Using drawing tools
 - D-1: Creating lines and figures
 - D-2: Grouping drawing objects
 - D-3: Creating and modifying a text box
 - D-4: Inserting a conceptual diagram
 - D-5: Creating a callout

Unit 8 : Document templates

- Topic A: Template basics
 - A-1: Using a built-in template
 - A-2: Using a template wizard to create a letter
- Topic B: Creating templates
 - B-1: Creating a template from a document
 - B-2: Protecting the template
 - B-3: Viewing and editing document properties

- B-4: Creating a custom template
- B-5: Adding fields to a template
- B-6: Modifying fields in a template
- B-7: Applying formatting restrictions

Unit 9 : Managing document revisions

Topic A: Tracking changes in a document

- A-1: Tracking changes while editing
- A-2: Reviewing and accepting revisions
- A-3: Reviewing changes by different reviewers
- A-4: Restricting edits to tracked changes
- A-5: Merging revisions

Topic B: Working with comments

- B-1: Inserting comments
- B-2: Editing comments
- B-3: Viewing comments
- B-4: Printing comments
- B-5: Deleting a comment

Topic C: Comparing document versions

- C-1: Creating different versions of a document
- C-2: Saving a version separately
- C-3: Comparing versions

Appendix A : MOS exam objectives maps

- Topic A: Core exam objectives
- Topic B: Expert exam objectives