



Microsoft® Office Word 2003: Level 3

Course Description

You know how to use Microsoft® Office Word 2003 to create and format typical business documents. But you need to work on more complex documents. In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.

Course Objective

You will create, manage, revise, and distribute long documents, forms, and Web pages.

Performance-Based Objectives

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

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

Course Content

Lesson 1: Using Microsoft Office Word 2003 with Other Programs

- Topic 1A: Link to a Microsoft® Office Excel 2003 Worksheet
- Topic 1B: Link a Chart to Excel Data
- Topic 1C: Send a Document Outline to PowerPoint
- Topic 1D: Extract Text from a Fax
- Topic 1E: Save a Document as a Different File Format
- Topic 1F: Look Up Information Using Research Sites
- Topic 1G: Send a Document as an Email Attachment

Lesson 2: Collaborating on Documents

- Topic 2A: Modify User Information
- Topic 2B: Create a New Version of a Document
- Topic 2C: Delete Old Versions
- Topic 2D: Send a Document for Review
- Topic 2E: Use Comments
- Topic 2F: Compare Document Changes
- Topic 2G: Merge Document Changes

Topic 2H: Review a Document

Lesson 3: Adding Reference Marks and Notes

Topic 3A: Insert Bookmarks

Topic 3B: Insert Footnotes and Endnotes

Topic 3C: Add Captions

Topic 3D: Insert Cross references

Lesson 4: Making Long Documents Easier to Use

Topic 4A: Mark Text for Indexing

Topic 4B: Insert an Index

Topic 4C: Insert a Table of Figures

Topic 4D: Mark Text for a Table of Authorities

Topic 4E: Insert a Table of Authorities

Topic 4F: Insert a Table of Contents

Topic 4G: Create a Master Document

Topic 4H: Automatically Summarize a Document

Lesson 5: Securing a Document

Topic 5A: Update a Document's Properties

Topic 5B: Save a Document without Personal Information

Topic 5C: Hide Text

Topic 5D: Limit Formatting Choices in a Document

Topic 5E: Select Regions of a Document that Can Be Modified

Topic 5F: Add a Digital Signature to a Document

Topic 5G: Require a Password to Open a Document

Lesson 6: Creating Web Pages

Topic 6A: Create a Web Page

Topic 6B: Insert Hyperlinks

Topic 6C: Insert a Movie Clip into a Web Page

Topic 6D: Apply a Theme to a Web Page

Topic 6E: Create a Framed Web Page

Topic 6F: Save a Web Page to a Web Server

Lesson 7: Creating Forms

Topic 7A: Add Form Fields to a Document

Topic 7B: Protect a Form

Topic 7C: Save Form Data as Plain Text

Topic 7D: Automate a Form

Lesson 8: Using XML in Word

Topic 8A: Tag an Existing Document

Topic 8B: Save a Document as XML

Topic 8C: Transform an XML Document

Appendix A: Microsoft Office Specialist Program