

# Microsoft Word 2003 Training Outline

## Course Outline

- I. The Fundamentals
  1. Starting Word
  2. What's New in Word 2003?
  3. Understanding the Word Screen
  4. Using Menus
  5. Using Toolbars and Creating a New Document
  6. Hiding, Displaying, and Moving Toolbars
  7. Filling Out Dialog Boxes
  8. Keystroke and Right Mouse Button Shortcuts
  9. Closing a Document, Creating a New Document, and Entering Text
  10. Inserting and Deleting Text
  11. Selecting and Replacing Text
  12. Opening a Document
  13. Saving a Document
  14. Printing and Previewing a Document and Exiting Word
  15. Getting Help from the Office Assistant
  16. Changing the Office Assistant and Using the "What's This" Button
- II. Working with and Editing Text
  1. Saving a Document with a Different Name
  2. Navigating a Document
  3. Viewing a Document
  4. Working with Multiple Documents and Windows
  5. Cutting and Pasting Text
  6. Copying and Pasting Text
  7. Moving and Copying Text with Drag and Drop
  8. Finding and Replacing Text
  9. Collecting and Pasting Multiple Items
  10. Correcting Your Spelling and Grammar
  11. Using the Thesaurus and Word Count
  12. Inserting Symbols and Special Characters
  13. Using Undo, Redo, and Repeat
  14. Using Click and Type
  15. File Management
  16. Advanced Printing Options
- III. Formatting Characters and Paragraphs
  1. Formatting Characters using the Toolbar
  2. Using the Format Painter
  3. Using the Font Dialog Box

4. Changing Paragraph Alignment
  5. Indenting Paragraphs
  6. Special Indents
  7. Setting Tab Stops with the Ruler
  8. Adjusting and Removing Tabs, and Using the Tabs Dialog Box
  9. Formatting Paragraph Line Spacing
  10. Formatting Spacing between Paragraphs
  11. Creating Bulleted and Numbered Lists
  12. Adding Borders to Your Paragraphs
  13. Adding Shading and Patterns
- IV. Formatting Pages
1. Adjusting Margins
  2. Creating Headers and Footers
  3. Changing the Paper Orientation and Size
  4. Previewing a Document
  5. Controlling Where the Page Breaks
  6. Working with Section Breaks and Multiple Page Formats
  7. Creating and Working with Envelopes
  8. Arranging Text in Multiple Columns
  9. Printing on Both Sides of the Paper
- V. Working with Tables
1. Introduction to Tables
  2. Creating a Table
  3. Working with a Table
  4. Adjusting Column Width
  5. Adjusting Row Height
  6. Inserting and Deleting Rows and Columns
  7. Adding Borders to a Table
  8. Adding Shading and Patterns
  9. Using AutoFormat
  10. Totaling a Numbers in a Table
  11. Sorting Information in a Table
  12. Using the Draw Table and Eraser Buttons
  13. Creating Table Formulas
  14. Merging and Splitting Cells
  15. Orienting, Aligning, and Spacing Cell Contents
  16. Working with Tables that Span Multiple Pages
- VI. Working with Templates and Styles
1. Creating and Using a Document Template
  2. Creating and Applying Paragraph Styles
  3. Creating and Applying a Character Style
  4. Modifying a Style
  5. Displaying Styles in a Document
  6. Attaching a Different Template to a Document
  7. Copying Styles Between Documents and Templates
- VII. Drawing and Working with Graphics

1. Drawing on Your Documents
  2. Adding, Arranging, and Formatting Text Boxes
  3. Selecting, Resizing, Moving, and Deleting Objects
  4. Formatting Objects
  5. Inserting Clipart
  6. Inserting and Formatting Pictures
  7. Positioning Objects
  8. Aligning and Grouping Objects
  9. Drawing AutoShapes
  10. Flipping and Rotating Objects
  11. Layering Objects
  12. Applying Shadows and 3-D Effects
- VIII. Performing a Mail Merge
1. An Overview of the Mail Merge Process
  2. Creating a Main Document
  3. Creating a Data Source
  4. Adding Records to the Data Source
  5. Inserting Merge Fields to the Main Document
  6. Performing a Mail Merge
  7. Sorting the Data Source
  8. Selecting Specific Records to Merge
  9. Creating and Working with Labels
  10. Using IF? THEN? ELSE Fields
  11. Using an Existing Data Source
- IX. Document Collaboration
1. Using Revisions
  2. Accepting and Rejecting Revisions
  3. Inserting Comments
  4. Saving Versions of a Document
  5. Password Protecting a Document
- X. Working with Outlines and Long Documents
1. Creating a Document in Outline View
  2. Viewing an Outline
  3. Modifying an Outline
  4. Numbering an Outline
  5. Adding Bookmarks
  6. Adding Footnotes and Endnotes
  7. Adding Cross-References
  8. Creating a Table of Contents using Heading Styles
  9. Creating a Table of Contents using TC Fields
  10. Creating an Index
  11. Working with Master Documents
  12. Creating a Master Document
- XI. Working with WordArt and Charts
1. Inserting a WordArt Object
  2. Formatting a WordArt Object

3. Creating a Chart
  4. Modifying a Chart
  5. Selecting a Chart Type
  6. Chapter Twelve Review
  7. Chapter Thirteen: Working with Other Programs
  8. Inserting an Excel Worksheet into a Word Document
  9. Modifying an Inserted Excel Worksheet
  10. Inserting a Linked Excel Chart
  11. Opening and Saving Files in Different Formats
- XII. Working with Forms
1. Creating a New Form
  2. Using Text Fields
  3. Using Check Box Fields
  4. Using Drop-down Fields
  5. Assigning Help to Form Fields
  6. Performing Calculations in a Form Field
  7. Preparing and Filling Out an Online Form
  8. Working with Multiple Sections in Forms
  9. The "Empty Field" Alternate Method of Creating Forms
- XIII. Creating Web Pages with Word
1. Using the Web Page Wizard
  2. Modifying a Web Page
  3. Converting a Word Document to a Web Page
  4. Creating a Form Web Page
  5. Adding Hyperlinks to a Web Page
  6. Applying Themes to a Web Page
  7. Working with Frames
  8. Viewing a Web Page
- XIV. Advanced Topics
1. Adding, Positioning, and Removing Toolbars
  2. Creating and Using Custom Toolbars
  3. Creating and Working with AutoText Entries
  4. Using and Customizing AutoCorrect
  5. File Properties and Finding a File
  6. Recording a Macro
  7. Running a Macro
  8. Editing a Macro's Visual Basic Code