

Word 2003 - Advanced	
Overview	Students will learn further concepts and skills for using Word 2003.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge. Word 2003: Intermediate, or equivalent experience.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to: <ul style="list-style-type: none"> • Use the Mail Merge Wizard to create form letters, add fields to a form letter, use data source files to sort and query data, and create mailing labels. • Create, modify, protect, and use forms. • Create a master document, table of contents, table of figures, endnotes and footnotes, index, bookmarks, and cross-references in documents. • Record and run basic macros to automate tasks. • Customize the menu and toolbar by creating a custom menu, adding buttons to a toolbar, and creating a custom toolbar.

Topics covered in the comprehensive manual

Using Mail Merge

Creating form letters
Working with data sources
Creating mailing labels

Working with forms

Creating forms
Modifying forms
Protecting and printing forms
Using digital signatures

Working with large documents

Master documents
Footnotes and endnotes

Creating macros

Recording and running macros
Modifying and deleting macros
Using macros in forms

Customizing menus and toolbars

Creating custom menus
Customizing toolbars

Using XML features in Word

Working with XML

Appendix A: Sharing Word documents

Shared Workspaces
Web discussions

Appendix B: MOS exam objectives maps

Core exam objectives
Expert exam objectives