

Word 2003 - Intermediate	
Overview	Students will learn further 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: Basic or equivalent experience.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	<p>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:</p> <ul style="list-style-type: none"> <li>• Create and format sections as multiple columns.</li> <li>• Modify tables by applying borders and shading, use the Table AutoFormat feature, and draw tables.</li> <li>• Import data from Excel into Word, link data from Excel by using the Paste Special feature.</li> <li>• Create and modify styles to format text and to set up and use different views, including Outline view, the Document Map pane, and AutoText.</li> <li>• Create headers and footers.</li> <li>• Add graphics and objects by inserting files, Clip Art, WordArt, symbols, and drawn objects, and change the document appearance by using background colours and fill effects, watermarks, and themes.</li> <li>• Use and customize templates to create consistent-looking documents.</li> <li>• Manage document revisions by tracking changes while editing, using the Compare and Merge features, working with comments, and saving different versions of a document.</li> <li>• Use advanced printing options, and print labels and envelopes.</li> </ul>

## Topics covered in the comprehensive manual

### Working with sections and columns

Creating and formatting sections  
Working with multiple columns  
Working with text in columns

### Formatting tables

Table formatting basics  
Borders and shading  
Table AutoFormat  
Drawing tables

### Working with Excel data

Importing data and creating charts  
Performing calculations in tables  
Linking and embedding data

### Working with styles

Creating styles  
Modifying and deleting styles  
Navigating in large documents

### Headers and footers

Different headers and footers  
Page numbering

### Printing labels and envelopes

Labels and envelopes

### Working with graphics and objects

Working with graphics and clip art  
Inserting WordArt and symbols  
Customizing the background  
Using drawing tools

### Document templates

Template basics  
Creating templates

### Managing document revisions

Tracking changes in a document  
Working with comments  
Comparing document versions

### Appendix A: MOS exam objectives maps

Core exam objectives  
Expert exam objectives