Microsoft Word 2003: Advanced

Overview: Students will learn how to use the more advanced features of Word 2003 to create, manage, revise, and distribute long documents, forms, and Web pages. They will also learn how to use Word 2003 with other programs.

Prerequisites: Word 2003 Intermediate or equivalent experience.

Course Length: One day

Course Content

Lesson 1: Using Microsoft Office Word 2003 with Other Programs
Link to a Microsoft® Office Excel 2003 Worksheet
Link a Chart to Excel Data
Send a Document Outline to PowerPoint
Extract Text from a Fax
Save a Document as a Different File Format
Look Up Information Using Research Sites
Send a Document as an Email Attachment

Lesson 2: Collaborating on Documents
Modify User Information
Create a New Version of a Document
Delete Old Versions
Send a Document for Review
Use Comments
Compare Document Changes
Merge Document Changes
Review a Document

Lesson 3: Adding Reference Marks and Notes
Insert Bookmarks
Insert Footnotes and Endnotes
Add Captions
Insert Cross-references

Lesson 4: Making Long Documents Easier to Use
Mark Text for Indexing
Insert an Index
Insert a Table of Figures
Mark Text for a Table of Authorities
Insert a Table of Authorities
Insert a Table of Contents
Create a Master Document
Automatically Summarize a Document

Lesson 5: Securing a Document
Update a Document's Properties
Save a Document without Personal Information
Hide Text
Limit Formatting Choices in a Document
Select Regions of a Document that Can Be Modified
Add a Digital Signature to a Document
Require a Password to Open a Document

Lesson 6: Creating Web Pages
Create a Web Page
Insert Hyperlinks
Insert a Movie Clip into a Web Page
Apply a Theme to a Web Page
Create a Framed Web Page
Save a Web Page to a Web Server

Lesson 7: Creating Forms
Add Form Fields to a Document
Protect a Form
Save Form Data as Plain Text
Automate a Form

Lesson 8: Using XML in Word
Tag an Existing Document
Save a Document as XML
Transform an XML Document