



Microsoft Word 2003: Intermediate

Overview: Students will increase the complexity of their Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. They will also become more proficient by learning to use personalized efficiency tools.

Prerequisites: Word 2003 Introduction or equivalent knowledge.

Course Length: One day

Course Content

Lesson 1: Managing Lists

- Sort a List
- Restart a List
- Create an Outline Numbered List
- Customize List Appearance

Lesson 2: Customizing Tables and Charts

- Sort a Table
- Modify Table Structure
- Merge or Split Cells
- Position Text in a Table Cell
- Apply Borders and Shading
- Perform Calculations in a Table
- Create a Chart from a Word Table
- Modify a Chart

Lesson 3: Customizing Formatting

- Modify Character Spacing
- Add Text Effects
- Control Paragraph Flow

Lesson 4: Working with Custom Styles

- Create a Character or Paragraph Style
- Modify an Existing Style
- Create a List Style
- Create a Table Style

Lesson 5: Modifying Pictures

- Set Picture Contrast or Brightness
- Crop a Picture
- Wrap Text Around a Picture

Lesson 6: Creating Customized Graphic Elements

- Draw Shapes and Lines
- Insert WordArt
- Insert Text Boxes
- Create Diagrams

Lesson 7: Controlling Text Flow

- Insert Section Breaks
- Insert Columns
- Link Text Boxes



Lesson 8: Automating Common Tasks

Run a Macro

Create a Macro

Modify a Macro

Customize Toolbars and Buttons

Add Menu Items

Lesson 9: Automating Document Creation

Create a Document Based on a Template

Create a Document by Using a Wizard

Create or Modify a Template

Change the Default Template Location

Insert a Macro Button Field in a Template

Lesson 10: Performing Mail Merges

The Mail Merge Process

Perform a Merge on Existing Documents

Merge Envelopes and Labels

Use Word to Create a Data Source