



Microsoft® Office Word 2003: Level 3

Course Description

You know how to use Microsoft® Office Word 2003 to create and format typical business documents. But you need to work on more complex documents. In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, and forms.

Course Objective: You will create, manage, revise, and distribute long documents, and forms.

Prerequisites: Students should be able to use Microsoft® Office Word 2003 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Also completion of:

- Microsoft® Office Word 2003: Level 1
- Microsoft® Office Word 2003: Level 2

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Use Word with other programs.
- Collaborate on documents.
- Add reference marks and notes to a document.
- Make long documents easier to use.
- Secure documents and document information.
- Create a form.

Course Content

Lesson 1: Using Microsoft Office Word 2003 with Other Programs

- Topic 1A: Link to a Microsoft® Office Excel 2003 Worksheet
- Topic 1B: Link a Chart to Excel Data
- Topic 1C: Send a Document Outline to PowerPoint
- Topic 1D: Extract Text from a Fax
- Topic 1E: Save a Document as a Different File Format
- Topic 1F: Look Up Information Using Research Sites
- Topic 1G: Send a Document as an Email Attachment

Lesson 2: Collaborating on Documents

- Topic 2A: Modify User Information
- Topic 2B: Create a New Version of a Document
- Topic 2C: Delete Old Versions
- Topic 2D: Send a Document for Review
- Topic 2E: Use Comments
- Topic 2F: Compare Document Changes
- Topic 2G: Merge Document Changes
- Topic 2H: Review a Document



Lesson 3: Adding Reference Marks and Notes

- Topic 3A: Insert Bookmarks
- Topic 3B: Insert Footnotes and Endnotes
- Topic 3C: Add Captions
- Topic 3D: Insert Cross-references

Lesson 5: Securing a Document

- Topic 5A: Update a Document's Properties
- Topic 5B: Save a Document without Personal Information
- Topic 5C: Hide Text
- Topic 5D: Limit Formatting Choices in a Document
- Topic 5E: Select Regions of a Document that Can Be Modified
- Topic 5F: Add a Digital Signature to a Document
- Topic 5G: Require a Password to Open a Document

Lesson 4: Making Long Documents Easier to Use

- Topic 4A: Mark Text for Indexing
- Topic 4B: Insert an Index
- Topic 4C: Insert a Table of Figures
- Topic 4D: Mark Text for a Table of Authorities
- Topic 4E: Insert a Table of Authorities
- Topic 4F: Insert a Table of Contents
- Topic 4G: Create a Master Document
- Topic 4H: Automatically Summarize a Document

Lesson 6: Creating Forms

- Topic 7A: Add Form Fields to a Document
- Topic 7B: Protect a Form
- Topic 7C: Save Form Data as Plain Text
- Topic 7D: Automate a Form

