

MOS Expert Word 2003

This course will enable the user to use Word to an Advanced level. The following topics will be covered:

Working with Paragraphs

- Apply paragraph and section shading
- Use text flow options (keeping lines together)
- Sort lists, paragraphs, and tables
- Create and modify page borders
- Format first page differently than subsequent pages
- Use bookmarks
- Create and edit styles
- Create watermarks
- Use Find and Replace with formats, special characters, and nonprinting elements
- Balance column length (using column breaks appropriately)
- Create or revise footnotes and endnotes
- Work with master documents and subdocuments
- Create and modify a table of contents
- Create cross reference
- Create and modify an index
- Embed worksheets in a table
- Perform calculations in a table
- Link Microsoft Excel data as a table
- Modify worksheets in a table
- Add bitmap graphics
- Delete and position graphics
- Create and modify charts
- Import data into charts
- Create main document
- Create data source
- Sort records to be merged
- Merge main document and data source
- Generate labels
- Merge a document using alternate data sources
- Insert a field
- Create, apply, and edit macros
- Copy, rename, and delete macros
- Create and modify form
- Create and modify a form control (for example, add an item to a drop-down list)
- Use advanced text alignment features with graphics
- Customize toolbars
- Collaborating with Workgroups
- Insert comments
- Protect documents
- Create multiple versions of a document
- Track changes to a document
- Set default file location for workgroup templates
- Round trip documents from HTML