

Word 2003 - Advanced

What this course has to offer

With this course you will learn to professionally utilize advanced techniques in Word 2003. You will be working with fields, forms and mail merge. You will also learn how to design graphical objects and how to integrate them into your document. You will create your own styles and references, e.g. an index or table of contents. Customizing Word is also part of this course.

What are the course requirements?

Sound knowledge of Word basics, as offered in the course Word 2003 Basics

Number of lessons: 84

Processing time approx. 5 h

The Learning Contents Overview:

Chapter 1: Managing Documents

Managing My Documents
Fast Folder Access via the MY PLACES Bar
Protecting Documents
Save Options for Documents
File Properties
Searching For Files
Using Document Recovery
Working with Different File Types

Chapter 2: The Print Function in Word

Using the Print Preview
Aborting a Print Job
Special Print Options
Printing Envelopes and Labels

Chapter 3: Working with AutoText

Working with AutoText Efficiently
More to Know About AutoText

Chapter 4: Spelling, Hyphenation, Synonyms

Spelling and Grammar
The AutoCorrect Function - Automatic corrections and formats
Defining and Deleting AutoCorrect Entries
Hyphenation
Synonyms - How Word Can Help You With Phrasing

Chapter 5: Document Templates

Creating and Using Document Templates
Editing and Saving Document Templates
Managing Document Templates

Chapter 6: Mail Merge

Mail Merge Principles
Selecting the Main Document
Linking the Data Source
Inserting Merge Fields

Printing Merged Documents
Further Mail Merge Functions

Chapter 7: Sections, Columns, Headers, Footers and Footnotes

Using Sections
Arranging Text in Columns
Simple Headers and Footers
Inserting Page Numbers
Advanced Settings for Headers and Footers
Footnotes and Endnotes

Chapter 8: Structuring Text in Outline View

Assigning Outline Levels to Paragraphs
Organizing a Document in Outline View
Viewing a Document as an Outline
Modifying the Document Outline

Chapter 9: Index and Table of Contents

Creating a Table of Contents
Defining Index Entries
Creating an Index

Chapter 10: Graphical Objects

Creating AutoShapes
Editing Drawing Objects
Creating and Modifying Text Boxes
WordArt Objects
Inserting Watermarks in Documents

Chapter 11: Customizing Word

Working with Task Panes
Working with Toolbars
Customizing Toolbars
Adding Functionality to Toolbars
Customizing Menus

This course, designed according to didactical standards, provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide 'Microsoft Word 2003 Basics.