

Word 2003 – Level 3 Outline

WORD 2000 LEVEL 3 - INTRODUCTION
COURSE REQUIREMENTS
COMPONENTS OF THE MANUAL
TRAINING FILES
WHAT'S NEW IN WORD 2000?

LESSON 1 - CHARTS AND DIAGRAMS

- 1.1 CREATING A CHART
- 1.2 FORMATTING A CHART
- 1.3 CHANGING A CHART TYPE
- 1.4 INSERTING AN ORGANIZATION CHART
- 1.5 MODIFYING AN ORGANIZATION CHART

LAB 1 – ON YOUR OWN

LESSON 2 - WORKING WITH LONGER DOCUMENTS

- 2.1 CREATING A DOCUMENT OUTLINE
- 2.2 CREATING A TABLE OF CONTENTS
- 2.3 USING BOOKMARKS
- 2.4 ADDING FOOTNOTES AND ENDNOTES
- 2.5 ADDING CROSS-REFERENCES
- 2.6 CREATING AN INDEX
- 2.7 CREATING A MASTER DOCUMENT
- 2.8 INSERTING SUBDOCUMENTS INTO A MASTER DOCUMENT

LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH FORMS

- 3.1 CREATING A FORM
- 3.2 RESIZING A FORM
- 3.3 ADDING A TEXT FIELD TO A FORM
- 3.4 ADDING A CHECK BOX TO A FORM
- 3.5 ADDING A DROP-DOWN LIST TO A FORM
- 3.6 ADDING HELP TO FORM FIELDS
- 3.7 PROTECTING A FORM
- 3.8 USING A FORM TEMPLATE

LAB 3 – ON YOUR OWN

LESSON 4 - CUSTOMIZING WORD

- 4.1 RECORDING A MACRO
- 4.2 RUNNING A MACRO
- 4.3 EDITING A MACRO
- 4.4 ADDING A CUSTOM MENU TO THE MENU BAR
- 4.5 ADDING COMMANDS TO A MENU

4.6 ADDING BUTTONS TO A TOOLBAR
LAB 4 – ON YOUR OWN

LESSON 5 - CREATING AND POSITIONING GRAPHICS

5.1 CREATING DRAWING OBJECTS
5.2 FORMATTING DRAWING OBJECTS
5.3 ALIGNING OBJECTS
5.4 ROTATING OBJECTS
5.5 USING 3-D AND SHADOW EFFECTS
5.6 ORDERING OBJECTS
LAB 5 – ON YOUR OWN

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