

Word 2003 – Level 2 Outline

WORD 2003 LEVEL 2 - INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

TRAINING FILES

WHAT'S NEW IN WORD 2003?

LESSON 1 - TEMPLATES AND STYLES

1.1 USING EXISTING TEMPLATES

1.2 CREATING A TEMPLATE

1.3 MODIFYING A TEMPLATE

1.4 APPLYING STYLES

1.5 CREATING A NEW STYLE

1.6 MODIFYING A STYLE

LAB 1 – ON YOUR OWN

LESSON 2 - COLUMNS AND TABLES

2.1 CREATING COLUMNS

2.2 ADDING A COLUMN BREAK

2.3 MODIFYING COLUMN LAYOUT

2.4 CREATING A TABLE

2.5 INSERTING ROWS AND COLUMNS

2.6 **DELETING** ROWS AND COLUMNS

2.7 MODIFYING TABLE BORDERS

2.8 ADJUSTING COLUMN WIDTH IN A TABLE

2.9 ADJUSTING ROW HEIGHT IN A TABLE

2.10 USING AUTOFORMAT

2.11 MERGING AND SPLITTING CELLS

2.12 CHANGING TEXT ORIENTATION AND ALIGNMENT

LAB 2 – ON YOUR OWN

LESSON 3 - WORKING WITH GRAPHICS

3.1 ADDING CLIP ART

3.2 ADDING A PICTURE FROM A FILE

3.3 USING DRAWING TOOLS

3.4 RESIZING AND MOVING OBJECTS

3.5 FORMATTING GRAPHICS

3.6 INSERTING AND MODIFYING WORDART

3.7 USING AUTOSHAPES

LAB 3 – ON YOUR OWN

LESSON 4 - USING MAIL MERGE

- 4.1 SETTING UP A MERGE LETTER
- 4.2 SELECTING RECIPIENTS FROM A DATA SOURCE
- 4.3 WRITING YOUR LETTER
- 4.4 PREVIEWING YOUR LETTER
- 4.5 COMPLETING THE MERGE
- 4.6 CREATING A RECIPIENT LIST
- 4.7 MERGING LABELS

LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH DOCUMENT SECTIONS

- 5.1 INSERTING A SECTION BREAK
- 5.2 SETTING SECTION MARGINS AND PAGE ORIENTATION
- 5.3 MODIFYING SECTION HEADERS AND FOOTERS
- 5.4 MODIFYING PAGE NUMBERS IN A SECTION FOOTER
- 5.5 REMOVING A SECTION BREAK

LAB 5 – ON YOUR OWN

LESSON 6 - WORKGROUP COLLABORATION

- 6.1 TRACK CHANGES TO A DOCUMENT
- 6.2 ACCEPT/REJECT CHANGES TO A DOCUMENT
- 6.3 COMPARE AND MERGE CHANGES
- 6.4 INSERTING COMMENTS INTO A DOCUMENT
- 6.5 SAVING A DOCUMENT AS A WEB PAGE

LAB 6 – ON YOUR OWN

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