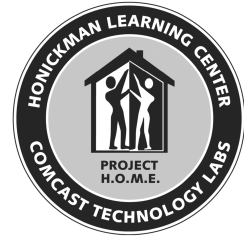


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Intermediate Microsoft Word 2003

Course length: 16 hours

Course Description: In the first course in this series, Introduction to Microsoft Word 2003, you gained all the basic skills that you need to create a wide range of standardized business documents. If you use Microsoft® Office Word 2003 on a regular basis, then once you have mastered the basic skills, the next step is to improve your proficiency. To do so, you can customize and automate the way Microsoft® Word 2003 works for you, and you can improve the quality of your work by enhancing your documents with customized Microsoft® Word 2003 elements. In this course, you will increase the complexity of your Microsoft® Word 2003 documents by adding components such as customized lists, tables, charts, and graphics. You will also create personalized Microsoft® Word 2003 efficiency tools.

Course Objective: This course was designed for persons who can create and modify standard business documents in Microsoft® Word 2003, and who need to learn how to use Microsoft® Word 2003 to create or modify complex business documents as well as customized Word efficiency tools. It will be helpful for persons preparing for the Microsoft Office Specialist exams for Microsoft® Word 2003.

Target Student: This course is designed for people with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Outlook® 2003 to compose and send email, schedule appointments and meetings, manage contact information and tasks, and use notes. This course is intended for persons interested in pursuing the Microsoft® Office Specialist certification for Outlook.

Fees: \$20

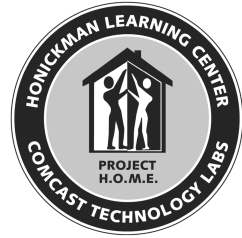
Prerequisites: Students should be able to use Microsoft® Word 2003 to create, edit, format, save, and print basic business documents that contain text, basic tables, and simple graphics. Students can obtain this level of skill by completing Introduction to Word 2003.

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Courseware: Element K

Certification: This course is one of a series of classes that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's

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business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn Office Specialist certification.

Performance-Based Objectives

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

- manage data in lists.
- customize tables and charts.
- customize formatting.
- work with custom styles.
- modify pictures in a document.
- create customized graphic elements.
- control text flow.
- automate common tasks.
- automate document creation.
- perform mail merges.

Course Content

Lesson 1: Managing Lists

Topic 1A: Sort a List

Topic 1B: Restart a List

Topic 1C: Create an Outline Numbered List

Topic 1D: Customize List Appearance

Lesson 2: Customizing Tables and Charts

Topic 2A: Sort a Table

Topic 2B: Modify Table Structure

Topic 2C: Merge or Split Cells

Topic 2D: Position Text in a Table Cell

Topic 2E: Apply Borders and Shading

Topic 2F: Perform Calculations in a Table

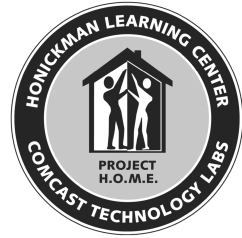
Topic 2G: Create a Chart from a Word Table

Topic 2H: Modify a Chart

Lesson 3: Customizing Formatting

Topic 3A: Modify Character Spacing

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Topic 3B: Add Text Effects
Topic 3C: Control Paragraph Flow

Lesson 4: Working with Custom Styles

Topic 4A: Create a Character or Paragraph Style
Topic 4B: Modify an Existing Style
Topic 4C: Create a List Style
Topic 4D: Create a Table Style

Lesson 5: Modifying Pictures

Topic 5A: Set Picture Contrast or Brightness
Topic 5B: Crop a Picture
Topic 5C: Wrap Text Around a Picture

Lesson 6: Creating Customized Graphic Elements

Topic 6A: Draw Shapes and Lines
Topic 6B: Insert WordArt
Topic 6C: Insert Text Boxes
Topic 6D: Create Diagrams

Lesson 7: Controlling Text Flow

Topic 7A: Insert Section Breaks
Topic 7B: Insert Columns
Topic 7C: Link Text Boxes

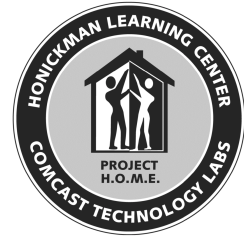
Lesson 8: Automating Common Tasks

Topic 8A: Run a Macro
Topic 8B: Create a Macro
Topic 8C: Modify a Macro
Topic 8D: Customize Toolbars and Buttons
Topic 8E: Add Menu Items

Lesson 9: Automating Document Creation

Topic 9A: Create a Document Based on a Template
Topic 9B: Create a Document by Using a Wizard

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Topic 9C: Create or Modify a Template
Topic 9D: Change the Default Template Location
Topic 9E: Insert a MacroButton Field in a Template

Lesson 10: Performing Mail Merges

Topic 10A: The Mail Merge Process
Topic 10B: Perform a Merge on Existing Documents
Topic 10C: Merge Envelopes and Labels
Topic 10D: Use Word to Create a Data Source

Appendix A: Microsoft Office Specialist Program