

Word 2003: Level 2, 2nd Edition (MOS Certified) + CertBlaster

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Course Length: 1-day (6 hours)

Prerequisites: Word 2003: Level 1 or equivalent experience

What's in Word 2003: Level 2, 2nd Edition (MOS Certified) + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches intermediate-level features and functions of Word 2003. Students will learn how to work with sections and columns, format tables, import Excel data, create and modify styles, and work with headers and footers. They will also learn how to print labels and envelopes, work with graphics and objects, apply and create templates, and manage document versions.

Objectives

- Create and format sections in a document, create multiple columns, and sort text in columns.
- Print single labels and envelopes.
- Add graphics and objects by inserting files, Clip Art, WordArt, symbols, and drawn objects, and change the document appearance by using background colors and fill effects, watermarks, and themes.
- Use and create templates, view and edit document properties, modify template fields, and protect templates.
- Manage document revisions by tracking changes while editing, using the Compare and Merge features, working with comments, and saving different versions of a document.

Topic-Level Outline

Unit 1 : Working with sections and columns

*Topic A: * Creating and formatting sections*

A-1: Inserting section breaks

A-2: Formatting sections

*Topic B: * Working with multiple columns*

B-1: Formatting text into columns

B-2: Inserting column breaks and defining the spacing

B-3: Adding a heading across columns

B-4: Deleting a column break

B-5: Removing columns

*Topic C: * Working with text in columns*

C-1: Adding text and headings to columns

C-2: Sorting text in a column

Unit 2 : Formatting tables

*Topic A: * Table formatting basics*

A-1: Aligning text in table cells

A-2: Merging table cells

A-3: Changing text orientation

A-4: Changing row height

A-5: Distributing columns evenly across a table

*Topic B: * Borders and shading*

B-1: Adding borders to a table

B-2: Shading table cells

*Topic C: * Table AutoFormat*

C-1: Using AutoFormat to format a table

C-2: Setting the default table format

*Topic D: * Drawing tables*

D-1: Drawing a table

D-2: Using the Eraser button to modify a table

Unit 3 : Working with Excel data

*Topic A: * Importing data and creating charts*

A-1: Importing data from an Excel worksheet

A-2: Formatting data in a table

A-3: Creating a chart

A-4: Modifying a chart

*Topic B: * Performing calculations in tables*

B-1: Calculating totals

B-2: Copying a formula

B-3: Creating a formula

*Topic C: * Linking and embedding data*

C-1: Embedding Excel data in Word

C-2: Linking Excel data in Word

Unit 4 : Working with styles

*Topic A: * Creating styles*

A-1: Applying a style

A-2: Creating a style by example

A-3: Using the Styles and Formatting task pane

A-4: Defining and applying a list style

A-5: Defining and applying a table style

*Topic B: * Modifying and deleting styles*

B-1: Modifying a style

B-2: Overriding a style

B-3: Deleting a style

*Topic C: * Navigating in large documents*

C-1: Creating a document outline

C-2: Using the Document Map pane

C-3: Using thumbnails

Unit 5 : Headers and footers

*Topic A: * Different headers and footers*

A-1: Creating a first-page header and footer

A-2: Creating odd- and even-page headers and footers

A-3: Creating section headers and footers

*Topic B: * Page numbering*

B-1: Inserting page numbers

B-2: Suppressing the page number for the first page

B-3: Formatting page numbers

B-4: Including chapter numbers

Unit 6 : Printing labels and envelopes

*Topic A: * Labels and envelopes*

A-1: Printing a single label

A-2: Printing a single envelope

Unit 7 : Working with graphics and objects

*Topic A: * Working with graphics and clip art*

A-1: Inserting a graphic from a file

A-2: Inserting clip art

A-3: Modifying and moving a graphic

A-4: Adjusting the contrast and brightness of a graphic

A-5: Adding a border to a graphic

A-6: Wrapping text around a graphic

*Topic B: * Inserting WordArt and symbols*

B-1: Inserting a WordArt object

B-2: Editing and moving a WordArt object

B-3: Inserting a symbol

*Topic C: * Customizing the background*

C-1: Adding background colors and fill effects

C-2: Adding a watermark

C-3: Applying themes

*Topic D: * Using drawing tools*

D-1: Creating lines and figures

D-2: Grouping drawing objects

D-3: Creating and modifying a text box

D-4: Inserting a conceptual diagram

D-5: Creating a callout

Unit 8 : Document templates

*Topic A: * Template basics*

A-1: Using a built-in template

A-2: Using a template wizard to create a letter

*Topic B: * Creating templates*

B-1: Creating a template from a document

B-2: Protecting the template

B-3: Viewing and editing document properties

B-4: Creating a custom template

B-5: Adding fields to a template

B-6: Modifying fields in a template

B-7: Applying formatting restrictions

Unit 9 : Managing document revisions

*Topic A: * Tracking changes in a document*

A-1: Tracking changes while editing

A-2: Reviewing and accepting revisions

A-3: Reviewing changes by different reviewers

A-4: Restricting edits to tracked changes

A-5: Merging revisions

*Topic B: * Working with comments*

B-1: Inserting comments

B-2: Editing comments

B-3: Viewing comments

B-4: Printing comments

B-5: Deleting a comment

*Topic C: * Comparing document versions*

C-1: Creating different versions of a document

C-2: Saving a version separately

C-3: Comparing versions

Appendix A : Microsoft Office Specialist exam objectives maps

*Topic A: * Specialist exam objectives*

*Topic B: * Expert exam objectives*