

## Word 2003: Level 3, 2nd Edition (MOS Certified) + CertBlaster

**Publisher:** CourseILT

**Code:** 141888958X

**ISBN:** 141888958X

**Version:** 1

**Course Length:** 1-day (6 hours)

**Prerequisites:** Word 2003: Level 2 or equivalent experience

**What's in Word 2003: Level 3, 2nd Edition (MOS Certified) + CertBlaster:**

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches advanced-level functions and features of Word 2003. Students will learn how to perform a mail merge, create and modify forms, work with large documents, and create macros. They'll also learn how to customize menus and toolbars, and they'll work with Word's XML-based features.

### Objectives

- Use the Mail Merge task pane to create form letters, create a data source, work with records, and create mailing-label documents.
- Create forms, modify and rearrange fields in forms, protect and print forms, and discuss digital signatures.
- Create a master document that includes a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames.
- Automate tasks by recording, running, modifying, and copying macros, and use macros in a form.
- Customize the menu and toolbar by creating a custom menu, adding buttons to a toolbar, and creating a custom toolbar.
- Create an XML document, attach an XML schema, modify XML options, apply a transform, and discuss smart documents.

### Topic-Level Outline

#### Unit 1 : Using Mail Merge

*Topic A: \* Creating form letters*

A-1: Specifying the main document and data source

A-2: Customizing a form letter

A-3: Merging a data source with a form letter

*Topic B: \* Working with data sources*

B-1: Creating and using a data source

B-2: Sorting records

B-3: Filtering records

*Topic C: \* Creating mailing labels*

C-1: Preparing mailing labels

C-2: Printing mailing labels

#### Unit 2 : Working with forms

*Topic A: \* Creating forms*

A-1: Examining a form

A-2: Adding field labels

A-3: Adding text fields

A-4: Adding number and date fields

A-5: Adding a drop-down field

A-6: Adding help text to a field

A-7: Adding check box fields

*Topic B: \* Modifying forms*

B-1: Changing the order of form fields

B-2: Deleting a field

B-3: Modifying a drop-down list

*Topic C: \* Protecting and printing forms*

C-1: Protecting a form

C-2: Removing protection

C-3: Setting permissions for a user

C-4: Printing a form

C-5: Using a form template

*Topic D: \* Using digital signatures*

D-1: Discussing digital signatures

#### Unit 3 : Working with large documents

*Topic A: \* Master documents*

A-1: Inserting subdocuments

A-2: Working in Master Document view

A-3: Deleting a subdocument

A-4: Creating a table of contents

A-5: Adding a caption

A-6: Inserting a table of figures

A-7: Using the AutoSummarize and readability tools

*Topic B: \* Footnotes and endnotes*

B-1: Adding and formatting a footnote

B-2: Modifying a footnote

B-3: Adding and formatting an endnote

B-4: Deleting a footnote and an endnote

*Topic C: \* Indexes*

C-1: Creating main index entries and subentries

C-2: Generating an index

*Topic D: \* Bookmarks and cross-references*

D-1: Creating bookmarks

D-2: Locating bookmarks in a document

D-3: Deleting a bookmark

D-4: Creating a cross-reference

*Topic E: \* Web frames*

E-1: Creating a frames page

E-2: Modifying a frames page

#### Unit 4 : Creating macros

*Topic A: \* Recording and running macros*

A-1: Recording a macro

A-2: Viewing a macro script

A-3: Running a macro

*Topic B: \* Modifying and deleting macros*

B-1: Modifying a macro

B-2: Copying a macro

B-3: Deleting a macro

*Topic C: \* Using macros in forms*

C-1: Creating a macro to reset form fields

#### Unit 5 : Customizing menus and toolbars

*Topic A: \* Creating custom menus*

A-1: Creating a custom menu

A-2: Adding keyboard shortcuts to a submenu

A-3: Editing a custom menu

*Topic B: \* Customizing toolbars*

B-1: Modifying a built-in toolbar

B-2: Creating a custom toolbar

B-3: Adding a macro to a toolbar

B-4: Deleting a custom toolbar

#### Unit 6 : Using XML features in Word

*Topic A: \* Working with XML*

A-1: Creating an XML document

A-2: Attaching an XML schema to a Word document

A-3: Modifying the XML options

A-4: Testing the schema validation

A-5: Applying a transform to an XML document

A-6: Creating a smart document

Appendix A : Sharing Word documents

*Topic A: \* Shared Workspaces*

*Topic B: \* Web discussions*

Appendix B : Microsoft Office Specialist exam objectives

maps

*Topic A: \* Specialist exam objectives*

*Topic B: \* Expert exam objectives*