

# Course overview:

## Word 2003 Advanced

(C2102eng)



**the courseware  
company**

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### Overview and objectives

This course is designed to help you to develop document solutions for longer format document types, such as a report, thesis, book, or manual. You will learn to use templates, styles, and fields to format and cross-reference long documents consistently.

You will learn more advanced page layout techniques, allowing you to create documents such as a newsletter or simple magazine. You will also learn to merge a document with a data source to create mail merge letters and to manage linked objects.

### Certification Track

With its companion course, Microsoft Word Professional, you can use this course to prepare for Microsoft Office Specialist Word Expert Objectives.

### Target audience

Those wanting to develop their skills in using Word to design document solutions and use tools for creating and formatting longer and more complex documents.

### Course prerequisites

You should be competent with the objectives required for Word at Microsoft Office Specialist Core Level. Experience of using Excel will be an advantage.

### Course content

#### Word 2003 - Creating a Style

- Create and modify a style • Apply a style • Assign a style to a shortcut key

#### Word 2002 - Creating a Template

- Create and modify a template • Attach a different template to a document • Load a global template • Modify the location of workgroup templates

#### Word 2003 - Tables of Contents

- Create and modify a table of contents, table of authorities, and table of figures • Create and modify an index • Automatically summarise a document

#### Word 2003 - References

- Bookmark selected text • Create cross-references • Create and revise footnotes and endnotes • Add captions to objects manually and automatically

#### Word 2003 - Formatting an Outline List

- Create an outline numbered list • Promote and demote outline levels • Restart and continue numbering from another list

#### Word 2003 - Managing Styles

- Create bulleted and numbered list styles • Create outline list styles • Create table styles • Manage styles using the Organizer • Switch styles using the Style Gallery • Apply and remove direct formatting • Reveal styles and check formatting
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### Word 2003 - Object Linking and Embedding

- Link or embed an OLE object (Excel worksheet or chart) • Import Excel data as a Word table • Modify an OLE object • Update or unlink a linked data object • Create a chart from existing data (worksheet, table, delimited text) • Append text from another document • Convert existing text into a table • Build and edit an equation

### Word 2003 - Mail Merge Wizard

- Create a Main Document • Create and edit a Recipient List • Print a merged document • Merge to a new document • Use an alternate data source • Prepare and print mail merge envelopes and labels

### Office 2003 - WordArt

- Insert and format WordArt text

### Word 2003 - Modifying a Table

- Use a table for page layout • Specify table properties • Align and position a table • Merge and split cells and tables • Set cell margins and spacing • Align and orient cell contents

### Word 2003 - Desktop Publishing

- Use linked text boxes • Edit and format text boxes • Position and align text around objects • Create a watermark • Create and modify a page border • Print a book fold document • Scale documents to print on different paper or print multiple pages on a single sheet

### Glossary

### Index

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