

INTERMEDIATE WORD 2003

SECTION 1: Advanced Interface Options

Lesson 1.1: Using My Computer within Word

Navigating Using My Computer
Performing Basic Tasks with My Computer
Using Views in My Computer
Using the My Places Toolbar

Lesson 1.2: Advanced Saving Options

Using File Formats
Using File Properties
Setting File Passwords
Using Auto Recovery

Lesson 1.3: Advanced Viewing Options

Opening a Copy of Your Document
Arranging Windows
Comparing Documents Side-By-Side
Splitting a Document

SECTION 2: Formatting Tools

Lesson 2.1: Templates

Opening a Template
Downloading Templates
Using Templates
Creating Templates

Lesson 2.2: Working With Templates

Creating Your Document with a Wizard
Opening an Existing Template
Modifying and Saving a Template
Creating a Template
Attaching a Template to a Document
About Global Templates

Lesson 2.3: Creating Lists

Types of Lists
Creating a Bulleted or Numbered List
Modifying and Removing Bulleted or Numbered Lists
Restarting or Continuing a Bulleted or Numbered List
Using Outlined Lists
Customizing Bullets and Numbers

Lesson 2.4: Headers and Footers

Viewing Headers and Footers
Creating or Deleting a Header or Footer
Using the Header/Footer Toolbar
Inserting Date / Time Fields
Inserting Page Numbers
Applying Page Settings
Header and Footer Links

Lesson 2.5: Links in a Document

Types of Links
Inserting a Link
Editing a Link
Following a Link

SECTION 3: Customizing Your Documents

Lesson 3.1: Using Styles

- Applying Styles
- Using the Styles Task Pane
- Modifying a Style
- Creating a Style
- Creating a Paragraph Style
- Deleting a Style
- Using Click and Type Styles

Lesson 3.2: Managing Styles

- Organizing Your Styles
- Displaying Styles in a Document
- Revealing Formatting
- Using Autoformat as You Type
- Using Autocorrect

Lesson 3.3: Using Pre-Defined Text

- Inserting Autotext
- Customizing Autotext
- Inserting the Date and Time
- Inserting a Symbol
- Inserting Special Characters

SECTION 4: Using Tables

Lesson 4.1: Creating Tables

- Inserting a Table
- Drawing a Table
- Selecting Cells, Rows and Columns
- Inserting and Deleting Cells, Rows and Columns

Lesson 4.2: Editing Tables

- Merging and Splitting Cells, Columns, or Rows
- Resizing Cells, Columns, or Rows
- Selecting a Table
- Moving and Resizing a Table

Lesson 4.3: Applying Basic Formatting

- Aligning a Table
- Changing Table Spacing
- Changing Text Direction

Lesson 4.5: Table Tools

- Sorting Your Data
- Using Tables to Do Calculations
- Creating a Chart Based On Table Data
- Tabbed Text and Tables
- Creating an Excel Table
- Inserting an Excel Table

Lesson 4.6: Using Graphics

- Searching For Clipart
- Inserting Clipart
- Wrapping Text Options
- Formatting Clipart
- Inserting Pictures
- Formatting Pictures

SECTION 5: Working With Graphics

Lesson 5.1: Basic Graphics Tools

Using the Picture Toolbar
Formatting a Picture
Adding Captions

Lesson 5.2: Using Pre-Defined Graphics

Using Wordart
Using Watermarks
Inserting Clipart
Using the Online Gallery

Lesson 5.3: Inserting Diagrams and Charts

Using an Organization Chart
Inserting Other Diagrams

Lesson 5.4: Customizing Graphics

Using the Drawing Toolbar
Creating a Drawing
Inserting Autoshapes
Editing Autoshapes
Using 3-D Styles and Shadows
Inserting and Using Text Boxes

Lesson 5.5: Using Objects

Inserting an Object
Selecting, Moving, and Resizing Objects
Object Groups
Arranging Objects