

ADVANCED WORD 2003

SECTION 1: Advanced Tools

Lesson 1.1: Using Delineation Tools

- Inserting a Section Break
- Inserting a Page Break
- Inserting a Line Break
- Using Page and Line Break Options
- Using Columns

SECTION 2: Sending a Document

Lesson 2.1: Mail Merge Using the Wizard

- Mail Merge Basics
- Creating Letters with the Mail Merge Wizard
- Creating E-Mail Messages with the Mail Merge Wizard
- Creating Envelopes with the Mail Merge Wizard
- Creating Labels with the Mail Merge Wizard

Lesson 2.2: E-Mailing Your Files with Outlook

- E-Mailing a Word Document within a Message
- E-Mailing a Word Document as an Attachment

SECTION 3: Managing Documents

Lesson 3.1: Tracking Changes

- Using the Reviewing Toolbar
- Tracking Changes
- Adding Comments
- Reviewing Changes
- Changing the Changes That You See
- Setting Options for Tracking Changes
- Finalizing Your Document

Lesson 3.2: Using Versions

- Saving, Opening, and Deleting Versions
- Comparing Documents
- Merging Documents
- Protecting Documents

SECTION 4: Managing Documents

Lesson 4.1: Creating a Table of Contents

- The ABCs of TOC's
- Marking Text Using Heading Styles
- Marking Text Using Custom Styles
- Marking Text Using Outline Levels
- Inserting the Table of Contents
- Updating a Table of Contents

Lesson 4.2: Creating References Within A

- Using Footnotes and Endnotes in Print Layout
- Using Footnotes and Endnotes in Normal Layout
- Using Bookmarks
- Using Captions
- Adding Cross-References
- Creating an Index

Lesson 4.3: Creating References to Other Documents

Linking to Another Document

Creating and Working With a Master Document

Creating and Working With Sub-Documents

SECTION 6: Creating Forms and Using Macros

Lesson 6.1: Creating Forms

Using the Forms Toolbar

Creating a Form

Inserting Form Fields

Protecting a Form

Testing a Form

Distributing a Form