

Microsoft® Office Word 2003: Level 3

Course Specifications

Course number: 084362

Software: Microsoft® Office Word 2003

Course length: 1 day

Certification: Microsoft Office Specialist: Word 2003

Course Description

You know how to use Microsoft® Office Word 2003 to create and format typical business documents. But you need to work on more complex documents. In this course, you will learn how to use Word to create, manage, revise, and distribute long documents, forms, and Web pages.

Course Objective: You will create, manage, revise, and distribute long documents, forms, and Web pages.

Target Student: This course was designed for persons with a basic understanding of Microsoft Windows who can create and modify standard business documents in Microsoft® OfficeWord 2003, and who need to learn how to use the more advanced features of Word 2003 to create, manage, revise, and distribute long documents, forms, and Web pages. This course is intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.

Prerequisites: Students should be able to use Microsoft® Office Word 2003 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a Web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure your success, we recommend you first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Word 2003: Level 1
- Microsoft® Office Word 2003: Level 2

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Certification

Microsoft® Office Word 2003: Level 3 is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (Office Specialist) skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Hardware Requirements

For this course, you will need one computer for the classroom to run Windows Server 2003 Standard Edition and Exchange Server 2003 that meets the following system requirements:

- Pentium III 133 MHz (550 MHz recommended)
- 256 MB RAM (512 MB recommended)
- 10 GB disk space plus 700 MB for Exchange Server 2003
- CD-ROM or DVD drive
- VGA or higher video adapter and monitor
- Keyboard and Microsoft mouse or other input device

For this course, you will need one computer for each student and one for the instructor. Each computer will need the following minimum hardware components:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system. 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 5 GB hard disk or larger if you use Windows XP Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A 3 GB hard disk or larger if you use Windows 2000 Professional as your operating system. You should have at least 600 MB free hard-disk space available for the Office installation.
- A floppy-disk drive.
- A CD-ROM drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).
- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform Requirements

- Windows

Software Requirements

- Microsoft Windows Server 2003, Enterprise Edition.
- Microsoft Exchange Server 2003.
- Either Windows XP Professional with Service Pack 1a or later or Windows 2000 Professional with Service Pack 4 or later.
- Microsoft® Office Professional Edition 2003.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- Use Word with other programs.
- Collaborate on documents.
- Add reference marks and notes to a document.

- Make long documents easier to use.
- Secure documents and document information.
- Create Web pages.
- Create a form.
- Use XML in Word.

Course Content

Lesson 1: Using Microsoft Office Word 2003 with Other Programs

- Topic 1A: Link to a Microsoft® Office Excel 2003 Worksheet
- Topic 1B: Link a Chart to Excel Data
- Topic 1C: Send a Document Outline to PowerPoint
- Topic 1D: Extract Text from a Fax
- Topic 1E: Save a Document as a Different File Format
- Topic 1F: Look Up Information Using Research Sites
- Topic 1G: Send a Document as an Email Attachment

Lesson 2: Collaborating on Documents

- Topic 2A: Modify User Information
- Topic 2B: Create a New Version of a Document
- Topic 2C: Delete Old Versions
- Topic 2D: Send a Document for Review
- Topic 2E: Use Comments
- Topic 2F: Compare Document Changes
- Topic 2G: Merge Document Changes
- Topic 2H: Review a Document

Lesson 3: Adding Reference Marks and Notes

- Topic 3A: Insert Bookmarks
- Topic 3B: Insert Footnotes and Endnotes
- Topic 3C: Add Captions
- Topic 3D: Insert Cross-references

Lesson 4: Making Long Documents Easier to Use

- Topic 4A: Mark Text for Indexing
- Topic 4B: Insert an Index
- Topic 4C: Insert a Table of Figures
- Topic 4D: Mark Text for a Table of Authorities
- Topic 4E: Insert a Table of Authorities
- Topic 4F: Insert a Table of Contents
- Topic 4G: Create a Master Document
- Topic 4H: Automatically Summarize a Document

Lesson 5: Securing a Document

- Topic 5A: Update a Document's Properties
- Topic 5B: Save a Document without Personal Information
- Topic 5C: Hide Text
- Topic 5D: Limit Formatting Choices in a Document
- Topic 5E: Select Regions of a Document that Can Be Modified
- Topic 5F: Add a Digital Signature to a Document
- Topic 5G: Require a Password to Open a Document

Lesson 6: Creating Web Pages

- Topic 6A: Create a Web Page
- Topic 6B: Insert Hyperlinks
- Topic 6C: Insert a Movie Clip into a Web Page
- Topic 6D: Apply a Theme to a Web Page
- Topic 6E: Create a Framed Web Page
- Topic 6F: Save a Web Page to a Web Server

Lesson 7: Creating Forms

- Topic 7A: Add Form Fields to a Document
- Topic 7B: Protect a Form
- Topic 7C: Save Form Data as Plain Text
- Topic 7D: Automate a Form

Lesson 8: Using XML in Word

- Topic 8A: Tag an Existing Document
- Topic 8B: Save a Document as XML
- Topic 8C: Transform an XML Document

Appendix A: Microsoft Office Specialist Program