

Word 2002 Level Three

Prerequisites:

This course is designed for students who has extensive experience with computers and Internet and needs to learn the advanced features of Word 2002. We recommend you first take a Windows class, Word 2002 Level One, and Word 2003 Level Two before Word 2002 Level Three.

Course Content

Lesson 1: Creating and Distributing Forms

- Create a Form Template
- Insert Fields in a Form Template
- Protect the Form
- Test a Form

Lesson 2: Automating Tasks

- Run Macros
- Record a Macro
- Edit a Macro
- Create Toolbar Buttons
- Create Custom Menus

Lesson 3: Referencing Document Information

- Insert Bookmarks
- Insert Footnotes and Endnotes
- Add Captions
- Create Cross-References

Lesson 4: Preparing a Document for Publication

- Set Book Margins
- Create Custom Headers and Footers
- Compile a Table of Contents
- Index the Document
- Create a Master Document

Lesson 5: Revising Documents

- Create Document Versions
- Distribute a Document
- Track Changes to a Document
- Review Document Changes

Lesson 6: Modifying an HTML Page

- Save Word Documents as Web Pages
- Edit Web Pages in Word
- Insert Scrolling Text
- Place a Movie Clip in a Web Page
- Insert a Background Sound