

Course Specifications

Microsoft Word 2003 Module II

Course number:

Course length: 1 day

Prerequisites

Word 2003 Module I

Registration:

CAD & Facilities Services, Inc.

(315) 686.6110

(315) 686.0091 (Fax)

Email: training@cadfs.com

www.cadfs.com



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Microsoft Word 2003 Module II

Word 2003 Module II is a course that presents skills training and assessment for some of the skill sets that form the Microsoft Office Word 2003 Specialist and Expert exams. This course provides competency in working with graphics; using advanced formatting options; working with headers, footers and columns; using styles; creating and formatting tables; using basic collaboration features; and using charts, diagrams and organization charts.

Topics

Working with Graphics

- Pre-assessment Questions
- Types of Graphics and Their Functions
- Working with Pictures in Documents
- Formatting Graphics
- Working with Drawing Objects
- Using WordArt
- Case Study

Using Advanced Formatting Options

- Pre-assessment Questions
- Overview of Advanced Formatting Techniques
- Modifying Text Flow Options
- Inserting Section Breaks
- Formatting Sections
- Verifying Format Consistency
- Case Study

Working with Headers and Footers

- Pre-assessment Questions
- Creating Headers and Footers
- Creating First Page Headers and Footers
- Using Alternating Headers and Footers
- Creating Headers and Footers for Sections
- Working with Page Numbers
- Case Study

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Working with Columns

- Pre-assessment Questions
- Introduction to Working with Columns
- Applying Column Formats
- Editing and Formatting Column Text
- Formatting Columns
- Removing Column Formatting and Breaks
- Case Study

Using Styles

- Pre-assessment Questions
- Using Styles in Documents
- Applying Styles
- Creating Custom Styles
- Modifying Styles
- Removing Styles from Documents
- Case Study

Creating Tables

- Pre-assessment Questions
- Creating Tables in Documents
- Sorting Table Data
- Performing Calculations in Tables
- Using Microsoft Excel Data in Tables
- Case Study

Formatting Tables

- Pre-assessment Questions
- Formatting Tables in Documents
- Formatting Table Text
- Modifying Table Properties
- Formatting Table Borders and Applying Shading
- Using the Table AutoFormat Feature
- Applying Styles to Tables
- Splitting Tables
- Using Advanced Table Features



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Using Basic Collaboration Features

- Pre-assessment Questions
- Working with Basic Collaboration Features
- Distributing Documents for Review
- Working with Comments
- Using the Track Changes Feature
- Comparing and Merging Documents
- Saving a Document as a Web Page

Using Charts, Diagrams and Organization Charts

- Pre-assessment Questions
- Introduction to Charts, Diagrams and Organization Charts
- Creating Charts
- Modifying Charts
- Creating and Modifying Charts from Other Sources
- Working with Diagrams
- Using Organization Charts
- Case Study