

## Course Specifications

### Word 2003 Module III: Forms, Merges and Advanced Collaboration Features

**Course number:**

**Course length:** 1 day

### Registration:

**CAD & Facilities Services, Inc.**  
(315) 686.6110  
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## Word 2003 Module III: Forms, Merges and Advanced Collaboration Features

Word 2003 Module III: Forms, Merges and Advanced Collaboration Features 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 creating forms; working with form fields; enhancing, protecting and testing forms; using the Mail Merge tool to create form letters, labels and envelopes; and using advanced collaboration features.

### Prerequisites

This course assumes a basic knowledge of the Microsoft Windows operating environment and the fundamental skills presented in Word 2003 Module I and Word 2003 Module II.

### Topics

#### Creating a Form Design

- Overview of Forms
- Understanding Form Basics
- Creating a Form Template
- Creating a Form Layout

#### Working with Form Fields

- Inserting Form Fields
- Inserting Text Form Fields
- Inserting Check Box Form Fields
- Inserting Drop-Down Form Fields

#### Enhancing Forms

- Overview of Enhancing Forms
- Formatting Form Text
- Using Table Features to Enhance Forms
- Creating Help Messages

#### Protecting and Testing Forms

- Overview of Protecting and Testing Forms
- Protecting Forms
- Testing Forms
- Displaying and Updating Calculation Field Results
- Printing Forms

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## Using the Mail Merge Tool to Create Form Letters

- Introduction to the Mail Merge Tool
- Examining Mail Merge Components
- Using the Mail Merge Wizard
- Creating a Microsoft Office Address List
- Using an Outlook Contacts List as a Data Source

## Using Advanced Mail Merge Features

- Formatting Merged Data
- Modifying Recipient Information
- Using Mail Merge to Create Labels
- Using Mail Merge to Create Envelopes

## Using Advanced Collaboration Features

- Overview of Collaboration Features
- Working with Hyperlinks
- Publishing and Editing Web Documents
- Managing Document Versions
- Attaching Digital Signatures to Documents
- Protecting and Restricting Documents