

Course Specifications

Word 2003 Module IV: Customization, Long Documents and Macros

Course number:

Course length: 1 day

Registration:

CAD & Facilities Services, Inc.
(315) 686.6110
(315) 686.0091 (Fax)
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www.cadfs.com



Word 2003 Module IV: Customization, Long Documents and Macros

This 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 customizing the Word environment; using Excel worksheets and XML documents; navigating long documents; summarizing document content; using endnotes, footnotes, tables of figures, tables of authorities, indexes and tables of contents; using master documents; and working with macros.

Topics

Customizing the Word Environment

- Introduction to Customizing Word
- Modifying Default Options
- Customizing Menus and Toolbars
- Customizing Document Properties

Using Excel Worksheets and XML Documents

- Working with Microsoft Excel Worksheets
- Creating Excel Worksheets in Word Documents
- Modifying Worksheets
- Inserting Existing Worksheets
- Structuring Documents with XML

Navigating Long Documents and Summarizing Document Content

- Introduction to Long Documents
- Using Automated Navigation Features
- Adding Navigational Aids
- Summarizing Document Content

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Using Notes and Tables of Figures and Authorities

- Overview of Notes, Tables of Figures and Tables of Authorities
- Creating Tables of Figures
- Using Notes
- Creating Tables of Authorities

Creating Indexes and Tables of Contents

- Creating and Modifying Indexes
- Creating and Modifying Tables of Contents

Using Master Documents

- Overview of Master Documents and Subdocuments
- Creating a Master Document
- Adding Subdocuments
- Working with Master Documents and Subdocuments
- Creating Tables of Contents and Indexes for Master Documents

Working with Macros

- Overview of Macros
- Creating Macros
- Running Macros
- Editing Macros
- Copying, Renaming and Deleting Macros