

# MOS Word 2003 Expert

## Course Aims

This course designed to help Microsoft Office Specialist Certification candidates prepare for the Microsoft Office Word 2003 Expert certification exam.

## Pre-requisites

Passed the MOS Certificate in MS Word 2003 Core exam or have at least 1 year experience using MS Word Expert functions

Level	Duration	Time
Advanced	3 Days / 24 Hours	9:00 am to 6:00 pm

### Module 1. Sorting Tables and Lists

- Designing a Table to be Sorted
- Sorting a Table Alphabetically
- Sorting a Table Numerically
- Sorting a Table by Date
- Sorting a Table by Multiple Columns
- Sorting a List Alphabetically
- Labs - Sorting Table Data

### Module 2. Using Formulas in Tables

- Creating a Formula in a Table Cell
- Using a Function in a Table Cell
- Formatting the Result of a Formula
- Displaying Field Codes
- Recalculating Formulas in a Table
- Labs - Using Formulas in Tables

### Module 3. Using Forms

- Creating a Form
- Defining a Text Form Field
- Defining a Check Box Form Field
- Defining a DropDown Form Field
- Calculating a Text Form Field
- Creating Help Messages
- Protecting a Form
- Saving a Form as a Template
- Unprotecting a Form Template
- Creating Forms from a Form Template
- Printing a Form
- Deleting a Form Template
- Labs - Using Forms

### Module 4. Using Mail Merge

- Working with Mail Merge
- Starting the Mail Merge Wizard
- Identifying the Main Document
- Creating a Data Source
- Adding Fields to a Data Source
- Removing Fields from a Data Source
- Rearranging Fields in a Data Source
- Saving a Data Source
- Entering Records into a Data Source
- Setting View Options for Merging
- Inserting Merge Fields into a Document
- Previewing Merged Data
- Merging to a New Document
- Sorting Records to be Merged
- Merging to the Printer
- Labs - Using Mail Merge

### Module 5. Merging Mailing Labels and Directories

- Using Mailing Labels
- Creating Mailing Labels
- Selecting Label Options
- Attaching a Data Source
- Inserting Label Merge Fields

- Merging Labels to a New Document
- Creating a Directory
- Merging with an Outlook Data Source
- Labs - Merging Mailing Labels and Directories

### Module 6. Using Section Breaks

- Working with Section Breaks
- Inserting a Next Page Break
- Formatting a Section
- Inserting a Continuous Break
- Inserting an Odd/Even Page Break
- Removing a Section Break
- Inserting Automatic Section Breaks
- Modifying a Section Break
- Labs - Using Section Breaks

### Module 7. Formatting Long Documents

- Using Text Flow Options
- Entering Summary Information
- Inserting Summary Information
- Creating Section Headers and Footers
- Viewing the Document Map
- Using AutoSummarize
- Labs - Formatting Long Documents

### Module 8. Creating Master Documents

- Using a Master Document
- Inserting Subdocuments
- Collapsing/Expanding Subdocuments
- Opening Subdocuments
- Creating Master Documents

### Module 9. Creating a Table of Contents

- Using a Table of Contents
- Generating a Table of Contents
- Using Custom Styles
- Viewing the {TOC} Field Code
- Updating a Table of Contents
- Inserting {TC} Field Codes
- Using {TC} Fields
- Using Outline Levels
- Labs - Creating a Table of Contents

### Module 10. Creating an Index

- Using an Index
- Creating Main Index Entries
- Creating Index Subentries
- Typing Index Entries
- Crossreferencing Index Entries
- Generating an Index
- Viewing the {INDEX} Field Code
- Updating an Index
- Labs - Creating an Index

### Module 11. Using Footnotes and Endnotes

- Using Notes

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- Inserting Notes
- Setting Note Options
- Viewing Notes
- Browsing Notes
- Moving and Copying Notes
- Deleting a Note
- Labs - Using Footnotes and Endnotes

## Module 12. Tracking Revisions

- Enabling Change Tracking
- Setting Change Tracking Options
- Disabling Change Tracking
- Routing Documents
- Merging Documents
- Reviewing Tracked Changes
- Accepting/Rejecting All Changes
- Saving Versions of a File
- Opening Versions
- Labs - Tracking Revisions

## Module 13. Using Styles

- Revealing Styles
- Applying Character and Paragraph Styles
- Creating a Character Style
- Creating a Paragraph Style
- Editing an Existing Style
- Clearing Formats and Styles
- Deleting a Style
- Labs - Using Styles

## Module 14. Using Charts and Diagrams

- Working with Microsoft Graph
- Creating a Chart
- Editing the Datasheet
- Adding a Chart Title
- Changing the Chart Type
- Creating a Chart from Table Data
- Importing Data
- Inserting a Diagram
- Working with Diagrams
- Labs - Using Charts and Diagrams

## Module 15. Using Macros

- Recording a Macro
- Running a Macro
- Editing a Macro
- Adding a Macro Button to a Toolbar
- Organizing Macro Projects
- Deleting a Macro
- Labs - Using Macros

## Module 16. Customizing Word Preferences

- Changing the Default Font Attributes
- Changing the Default Page Settings
- Setting View Options
- Setting Save Options
- Modifying Default File Locations
- Adding/Removing Toolbar Buttons
- Creating Custom Menus
- Adding Commands to a Custom Menu
- Labs - Customizing Word Preferences

## Module 17. Using Word HTML Features

- Saving Files in the HTML File Format
- Opening a Web Page in Word
- Using Hyperlink Automatic Formatting
- Linking to a Page
- Linking to a Location in a Page
- Pasting a Link
- Browsing Linked Pages and Locations
- Editing a Hyperlink
- Modifying and Reposting HTML Files
- Labs - Using Word HTML Features

## Module 18. Managing Files

- Selecting File Views
- Sorting Word Files
- Using the Basic Search Task Pane
- Using the Advanced Search Task Pane
- Clearing Query Clauses
- Assigning a Password
- Removing a Password
- Using Digital Signatures
- Using the Document Recovery Pane
- Labs - Managing Files