Word 2003 Syllabus for FLEX Training

The Fundamentals

- Starting Word
- What's New in Word 2003?
- Understanding the Word Screen
- Using Menus
- Using Toolbars
- Filling Out Dialog Boxes
- Keystrokes and Right Mouse Button Shortcuts
- Creating and Closing a Document
- Inserting and Deleting Text
- Selecting and Replacing Text
- Opening a Document
- Saving a Document
- Printing and Previewing a Document
- Getting Help
- Changing the Office Assistant and Using the What's This? Button

Working with and Editing Text

- Saving a Document with a Different Name
- Navigating a Document
- Viewing a Document
- Working with Multiple Documents
- Cutting and Pasting Text
- Copying and Pasting Text
- Moving and Copying Text with Drag and Drop
- Finding and Replacing Text
- Copying and Pasting Multiple Items
- Correcting Your Spelling and Grammar
- Understanding Smart Tags
- Using the Thesaurus and Word Count
- Inserting Symbols and Special Characters
- Using Undo, Redo, and Repeat
- Using Click and Type
- File Management
- Advanced Printing Options
- Recovering Your Documents

Formatting Characters and Paragraphs

- Bold, Italicize, or Underline Text
- Changing Font Type
- Changing Font Size
- Changing Font Color
- Using the Format Painter
- Using the Font Dialog Box
- Changing Paragraph Alignment
- Indenting Paragraphs
- Special Indents
- Setting Tab Stops with the Ruler
- Adjusting and Removing Tabs
- Formatting Paragraph Line Spacing
- Formatting Spacing Between Paragraphs
- Creating Bulleted and Numbered Lists
- Adding Borders to Your Paragraphs
- Adding Shading and Patterns

Formatting Pages

- Adjusting Margins
- Creating Headers and Footers
- Changing the Paper Orientation and Size
- Previewing a Document
- Controlling Where the Page Breaks
- Working With Section Breaks and Multiple Page Formats
- Creating and Working with Envelopes
- Arranging Text in Multiple Columns
- Printing on Both Sides of the Paper

Working with Tables

- Introduction to Tables
- Creating a Table
- Working with a Table
- Adjusting Column Width
- Adjusting Row Height
- Inserting and Deleting Rows and Columns
- Adding Borders to a Table
- Adding Shading and Patterns
- Using AutoFormat
- Totaling Numbers in a Table
- Sorting Information in a Table
- Using the Draw Table and Eraser Buttons
- Creating Table Formulas
- Merging and Splitting Cells
- Orienting, Aligning, and Spacing Cell Contents
- Working with Tables that Span Multiple Pages
- Resizing, Moving, and Positioning a Table

Working with Templates and Styles

- Creating and Using a Document Template
- Creating and Applying Paragraph Styles
- Creating and Applying a Character Style
- Modifying a Style
- Displaying Styles in a Document
- Attaching a Different Template to a Document
- Copying Styles Between Documents and Templates

Drawing and Working with Graphics

- Drawing on Your Documents
- Working with Text Boxes
- Resizing, Moving, and Deleting Objects
- Formatting Drawing Objects
- Inserting Clip Art
- Inserting and Formatting Pictures
- Positioning Objects
- Aligning and Grouping Objects
- Drawing AutoShapes
- Flipping and Rotating Objects
- Layering Objects
- Applying Shadows and 3-D Effects

Performing a Mail Merge

- An Overview of the Mail Merge Process
- Selecting the Document Type
- Selecting the Starting Document
- Selecting the Recipients
- Adding Records to the Data Source
- Writing Your Letter
- Previewing a Mail Merge
- Completing a Mail Merge
- Creating and Working with Labels
- Using an If/Then Field
- Using an Existing Data Source

Document Collaboration

- Using Revisions
- Accepting and Rejecting Revisions
- Inserting Comments
- Saving Versions of a Document
- Comparing and Merging Documents
- Comparing Documents Side by Side
- Password Protecting a Document
- Protecting a Document

![W] *Working with Outlines and Long Documents*

- Creating a Document in Outline View
- Viewing an Outline
- Modifying an Outline
- Numbering an Outline
- Adding Bookmarks
- Adding Footnotes and Endnotes
- Adding Cross-References
- Creating a Table of Contents Using Heading Styles
- Creating a Table of Contents using TC Fields
- Creating an Index
- Working with Master Documents
- Creating a Master Document

![W] *Working with WordArt and Charts*

- Working with WordArt and Charts
- Formatting a WordArt Object
- Creating a Chart
- Modifying a Chart
- Selecting a Chart Type

![W] *Working with Other Programs*

- Inserting an Excel Worksheet into a Word Document
- Modifying an Inserted Excel Worksheet
- Inserting a Linked Excel Chart into a Word Document
- Opening and Saving Files in Different Formats

![W] *Working with Forms*

- Creating a New Form
- Using Text Fields
- Using Check Box Fields
- Using Drop-down Fields
- Assigning Help to Form Fields
- Performing Calculations in a Form
- Preparing and Filling Out a Form
- Working with Multiple Sections in Forms
- The "Empty Field" Method of Creating Forms

Creating Web Pages with Word

- Creating and Saving a Web Page
- Modifying a Web Page
- Converting a Word Document to a Web Page
- Adding and Working with Hyperlinks
- Viewing a Web Page
- Applying a Theme to a Web Page
- Working with Frames

Advanced Topics

- Hiding, Displaying, and Moving Toolbars
- Customizing Word's Toolbars
- Sending Faxes
- Creating and Working with AutoText Entries
- Using and Customizing AutoCorrect
- Changing Word's Default Options
- File Properties and Finding a File
- Recording a Macro
- Running a Macro
- Editing a Macro's Visual Basic Code
- Using Detect and Repair