

## *Training Specification*

**Course:** Microsoft Word 2003 Level 3; Advanced

**Duration:** One-Day

**COURSE OBJECTIVES:** Learn to Sort and Merge Data and Text  
Work with Formulae, Worksheets and Charts within Tables  
Create and use simple Macros  
Enhance the appearance of your document with Graphics and Page elements.  
Use advanced Reviewing techniques

**WHO SHOULD ATTEND:** Microsoft Word 2003 combines a powerful word processing application with the user-friendly atmosphere of Windows 2000. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

**EXPERIENCE NEEDED:** Delegates should have a good understanding of Word Processing.

### **COURSE CONTENT**

#### **1 Sorting and Merging Text and Data**

Sorting  
Merging  
Protect Documents

#### **2. Working With Formulas, Worksheets, and Charts**

Calculating in Tables  
Using Formulas  
Using Worksheets  
Creating and Modifying Worksheets  
Embedding Existing Excel Worksheets  
Working with Charts  
Importing and Copying Data into a Datasheet

#### **3. Introduction to Macros**

Recording and Running Macros  
Managing Macros  
Deleting Macros

#### **4. Enhancing Documents**

Working with Graphics  
Modifying Graphics  
Positioning and Deleting Graphics  
Using Advanced Enhancement Techniques  
Inserting Special Characters  
Inserting Watermarks  
Formatting First Pages

## 5. Reviewing Documents

About saving versions of a document  
Document Compare  
Tracking Changes  
Turning off display of revision marks  
Split Window  
Language Setting  
Shared workspace  
WordArt  
Creating Frames

---

## **Related Courses**

Microsoft Word 2003 and VBA

***For further information please contact Sue Parsons Training:***

***Tel: 0118 3059002***

***Email: [info@sueparsonstraining.co.uk](mailto:info@sueparsonstraining.co.uk)***

***Web: [www.spct.co.uk](http://www.spct.co.uk)***