

# Word 2003 Level 2 - Intermediate

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# Performance-Based Objectives

**Upon successful completion of this course, students will be able to:**

- Manage data in lists.
- Customize tables and charts.
- Customize formatting.
- Work with custom styles.
- Modify pictures in a document.
- Create customized graphic elements.
- Control text flow.
- Automate common tasks.
- Automate document creation.
- Perform mail merges.

## **About the CD**

All practice files used in the exercises in this book are on the CD-ROM packaged with the Level 1 course-book of this subject. To do the practice exercises and labs when outside of the training facility you will need to place the CD-ROM into your drive and note that in the book where it says *Quick Classes (x)*: substitute the letter for your CD-ROM drive. On most computers this will be the D:\ drive.