

Word 2003 Level 3 - Advanced

<i>Lesson 1: Using Word with Other Programs</i>	<u>4</u>
Topic 1A: Link to an Excel Worksheet	<u>4</u>
Topic 1B: Link a Chart to Excel Data	<u>4</u>
Exercise 1B: Linking files	<u>4</u>
Topic 1C: Send a Document Outline to PowerPoint	<u>5</u>
Exercise 1C: PowerPoint from Word outline	<u>5</u>
Topic 1D: Save a Document as a Different File Format	<u>5</u>
Topic 1E: Look Up Information Using Research Sites	<u>6</u>
Topic 1F: Send a Document as an Email Attachment	<u>6</u>
<i>Lesson 2: Collaborating on Documents</i>	<u>7</u>
Topic 2A: Modify User Information	<u>7</u>
Topic 2B: Create a New Version of a Document	<u>7</u>
Topic 2C: Delete Old Versions	<u>7</u>
Topic 2D: Send a Document for Review	<u>8</u>
Topic 2E: Use Comments	<u>8</u>
Topic 2F: Compare and Merge Document Changes	<u>8</u>
Exercise 2F: User Data and Comments	<u>9</u>
Topic 2G: Review a Document	<u>9</u>
<i>Lesson 3: Adding Reference Marks and Notes</i>	<u>10</u>
Topic 3A: Insert Bookmarks	<u>10</u>
Exercise 3A: Bookmarks	<u>10</u>
Topic 3B: Insert Footnotes and Endnotes	<u>11</u>
Topic 3C: Add Captions	<u>11</u>
Topic 3D: Insert Cross-references	<u>11</u>
<i>Lesson 4: Making Long Documents Easier to Use</i>	<u>12</u>
Topic 4A: Mark Text for Indexing	<u>12</u>
Topic 4B: Insert an Index	<u>12</u>
Topic 4C: Insert a Table of Figures	<u>12</u>
Topic 4D: Mark Text for a Table of Authorities	<u>13</u>
Topic 4E: Insert a Table of Authorities	<u>13</u>
Topic 4F: Insert a Table of Contents	<u>14</u>
Exercise 4F: Table of Contents	<u>14</u>
Topic 4G: Create a Master Document	<u>15</u>
Topic 4H: Automatically Summarize a Document	<u>15</u>

Lesson 5: Securing a Document	16
Topic 5A: Update a Document's Properties	16
Topic 5B: Save a Document without Personal Information	16
Topic 5C: Hide Text	16
Topic 5D: Limit Formatting Choices in a Document	16
Topic 5E: Select Regions of a Document that Can Be Modified	17
Topic 5F: Add a Digital Signature to a Document	17
Topic 5G: Require a Password to Open a Document	19
Exercise 5G: Protecting files	19
Lesson 6: Creating Web Pages	20
Topic 6A: Create a Web Page	20
Topic 6B: Insert Hyperlinks	20
Topic 6C: Insert a Movie Clip into a Web Page	20
Topic 6D: Apply a Theme to a Web Page	21
Topic 6E: Create a Framed Web Page	21
Topic 6F: Save a Web Page to a Web Server	21
Lesson 7: Creating Forms	22
Topic 7A: Add Form Fields to a Document	22
Exercise 7A	22
Topic 7B: Protect a Form	22
Exercise 7B	22
Topic 7C: Save Form Data as Plain Text	23
Topic 7D: Automate a Form	23
Lesson 8: Using XML in Word	24
Topic 8A: Tag an Existing Document	24
Topic 8B: Save a Document as XML	24
Topic 8C: Transform an XML Document	25
Lab 1: Report	25

Performance-Based Objectives

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

- Use Word with other programs.
- Collaborate on documents.
- Add reference marks and notes to a document.
- Make long documents easier to use.
- Secure documents and document information.
- Create Web pages.
- Create a form.
- Use XML in Word.

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.

References

‡ Indicates material obtained in part or completely from the Microsoft Word Help files.