

# Microsoft® Office Word 2003: Level 2

## 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.

## Course Content

### Lesson 1: Managing Lists

- Topic 1A: Sort a List
- Topic 1B: Restart a List
- Topic 1C: Create an Outline Numbered List
- Topic 1D: Customize List Appearance

### Lesson 2: Customizing Tables and Charts

- Topic 2A: Sort a Table
- Topic 2B: Modify Table Structure
- Topic 2C: Merge or Split Cells
- Topic 2D: Position Text in a Table Cell
- Topic 2E: Apply Borders and Shading
- Topic 2F: Perform Calculations in a Table
- Topic 2G: Create a Chart from a Word Table
- Topic 2H: Modify a Chart

### Lesson 3: Customizing Formatting

- Topic 3A: Modify Character Spacing
- Topic 3B: Add Text Effects
- Topic 3C: Control Paragraph Flow

### Lesson 4: Working with Custom Styles

- Topic 4A: Create a Character or Paragraph Style
- Topic 4B: Modify an Existing Style
- Topic 4C: Create a List Style
- Topic 4D: Create a Table Style

### Lesson 5: Modifying Pictures

- Topic 5A: Set Picture Contrast or Brightness
- Topic 5B: Crop a Picture

Topic 5C: Wrap Text Around a Picture

**Lesson 6: Creating Customized Graphic Elements**

Topic 6A: Draw Shapes and Lines

Topic 6B: Insert WordArt

Topic 6C: Insert Text Boxes

Topic 6D: Create Diagrams

**Lesson 7: Controlling Text Flow**

Topic 7A: Insert Section Breaks

Topic 7B: Insert Columns

Topic 7C: Link Text Boxes

**Lesson 8: Automating Common Tasks**

Topic 8A: Run a Macro

Topic 8B: Create a Macro

Topic 8C: Modify a Macro

Topic 8D: Customize Toolbars and Buttons

Topic 8E: Add Menu Items

**Lesson 9: Automating Document Creation**

Topic 9A: Create a Document Based on a Template

Topic 9B: Create a Document by Using a Wizard

Topic 9C: Create or Modify a Template

Topic 9D: Change the Default Template Location

Topic 9E: Insert a MacroButton Field in a Template

**Lesson 10: Performing Mail Merges**

Topic 10A: The Mail Merge Process

Topic 10B: Perform a Merge on Existing Documents

Topic 10C: Merge Envelopes and Labels

Topic 10D: Use Word to Create a Data Source