



Software School, Inc.
135 Main St.
Flemington, NJ
08822
908.788.7228
Fax 908.788.7097
www.swschool.com
info@swschool.com



Microsoft Word 2003 topics

Beginner

Creating a Basic Document
The Word Environment
Get Help Using Word
Save a New Document
Preview a Document

Editing a Document
Navigate in a Document
Create an AutoText Entry
Move and Copy Text
Delete Blocks of Text
Undo Changes
Find and Replace Text

Formatting Text
Apply Font Styles and Effects
Highlight Text
Copy Formats
Find and Replace Text Formatting

Formatting Paragraphs
Change Paragraph Alignment
Add Borders and Shading
Apply Styles

Proofing a Document
Use the Thesaurus
Check Spelling and Grammar
Create a New Default Dictionary
Check Word Count

Adding Tables
Enter Data in a Table
AutoFormat a Table
Convert Text into a Table

Inserting Graphic Elements
Insert Symbols and Special
Characters
Add a Watermark

Controlling Page Appearance
Set Page Orientation
Add Headers and Footers
Insert a Page Break



Software School, Inc.
135 Main St.
Flemington, NJ
08822
908.788.7228
Fax 908.788.7097
www.swschool.com
info@swschool.com



Microsoft Word 2003 topics

Intermediate

Managing Lists

Create an Outline Numbered List

Customize List Appearance

Customizing Tables and Charts

Modify Table Structure

Apply Borders and Shading

Perform Calculations in a Table

Create a Chart from a Word Table

Customizing Formatting

Modify Character Spacing

Add Text Effects

Control Paragraph Flow

Working with Custom Styles

Create a Character or Paragraph
Style

Modify an Existing Style

Modifying Pictures

Set Picture Contrast or Brightness

Wrap Text Around a Picture

Creating Customized Graphic
Elements

Draw Shapes and Lines

Insert WordArt

Insert Text Boxes

Controlling Text Flow

Insert Section Breaks

Insert Columns

Link Text Boxes

Automating Common Tasks

Create a Macro

Modify a Macro

Customize Toolbars and Buttons

Add Menu Items

Automating Document Creation

Create a Document Based on a
Template

Create a Document by Using a
Wizard

Change the Default Template
Location

Insert a MacroButton Field in a
Template

Performing Mail Merges

Perform a Merge on Existing
Documents

Merge Envelopes and Labels

Use Word to Create a Data Source



Software School, Inc.
135 Main St.
Flemington, NJ
08822
908.788.7228
Fax 908.788.7097
www.swschool.com
info@swschool.com



Microsoft Word 2003 topics

Advanced

Using Microsoft Office Word 2003
with Other Programs

Link to a Microsoft® Office Excel
2003 Worksheet

Link a Chart to Excel Data

Send a Document Outline to
PowerPoint

Save a Document as a Different File
Format

Look Up Information Using Research
Sites

Collaborating on Documents

Create a New Version of a Document

Send a Document for Review

Use Comments

Compare Document Changes

Merge Document Changes

Insert Bookmarks

Insert Footnotes and Endnotes

Add Captions

Insert Cross-references

Mark Text for Indexing

Insert an Index

Insert a Table of Figures

Mark Text for a Table of Authorities

Insert a Table of Contents

Create a Master Document

Automatically Summarize a
Document

Securing a Document

Update a Document's Properties

Save a Document without Personal
Information

Hide Text

Limit Formatting Choices in a
Document

Add a Digital Signature to a
Document

Require a Password to Open a
Document

Creating Web Pages

Insert Hyperlinks

Insert a Movie Clip into a Web Page

Save a Web Page to a Web Server

Creating Forms

Add Form Fields to a Document

Protect a Form

Save Form Data as Plain Text

Automate a Form

Using XML in Word

Tag an Existing Document