



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

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

Protect a Form
Save Form Data as Plain Text
Automate a Form

Using XML in Word
Tag an Existing Document

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