



Microsoft Word 2003 Advanced

1.0 Letters and Mailings

- 1.1 Using Word to Write a Letter
- 1.2 Creating Form Letters
- 1.3 Working with Templates
- 1.4 Creating Labels
- 1.5 Chapter Review Test

2.0 Working with Pictures

- 2.1 Using Text Wrapping
- 2.2 Editing Size and Attributes
- 2.3 Adding Color
- 2.4 Adding Charts and Diagrams
- 2.5 Including Symbols
- 2.6 Inserting Objects
- 2.7 Working with ClipArt
- 2.8 Inserting Word Art and Shapes
- 2.9 Chapter Review Test

3.0 Advanced Formatting

- 3.1 Create Custom Colors
- 3.2 Working with Styles
- 3.3 Using Themes
- 3.4 Creating Outlines
- 3.5 Using Drop Cap and Change Case
- 3.6 Adding Background Effects
- 3.7 Arranging Items on a Page
- 3.8 Grouping and Aligning
- 3.9 Rotating and Nudging
- 3.10 Customizing the Toolbars
- 3.11 Chapter Review Test

4.0 Collaboration

- 4.1 Protecting a Document
- 4.2 Working the Versions and Permissions
- 4.3 Reviewing Sharing Options
- 4.4 Using Track Changes
- 4.5 Using Send To
- 4.6 Creating Forms
- 4.7 Chapter Review Test

5.0 Additional Options

- 5.1 Creating Web Pages
- 5.2 Working with Frames
- 5.3 Working with Additional Toolbars
- 5.4 Comparing and Merging
- 5.5 Chapter Review Test