

## Microsoft Word Course Outline

### 1: The Fundamentals

- 1.1: Starting Word
  - 1.2: What's New in Word 2003?
  - 1.3: Understanding the Word Screen
  - 1.4: Using Menus
  - 1.5: Using Toolbars and Creating a New Document
  - 1.6: Filling Out Dialog Boxes
  - 1.7: Keystroke and Right Mouse Button Shortcuts
  - 1.8: Closing a Document, Creating a New Document, and Entering Text
  - 1.9: Inserting and Deleting Text
  - 1.10: Selecting and Replacing Text
  - 1.11: Opening a Document
  - 1.12: Saving a Document
  - 1.13: Getting Help
  - 1.14: Changing the Office Assistant and Using the Help Button
  - 1.15: Printing and Previewing a Document and Exiting Word
- One Review

### 2: Working with and Editing Text

- 2.1: Saving a Document with a Different Name
  - 2.2: Navigating through a Document
  - 2.3: Viewing a Document
  - 2.4: Working with Multiple Documents and Windows
  - 2.5: Cutting and Pasting Text
  - 2.6: Copying and Pasting Text and Comparing Documents Side by Side
  - 2.7: Moving and Copying Text with Click and Drag
  - 2.8: Finding and Replacing Text
  - 2.9: Collecting and Pasting Multiple Items
  - 2.10: Correcting Your Spelling and Grammar
  - 2.11: Understanding Smart Tags
  - 2.12: Using Thesaurus, Word Count, and Research Pane
  - 2.13: Inserting Symbols and Special Characters
  - 2.14: Using Undo, Redo and Repeat
  - 2.15: Using Click and Type
  - 2.16: File Management
  - 2.17: Advanced Printing Options
  - 2.18: Recovering Your Documents
- Two Review

### 3: Formatting Characters and Paragraphs

- 3.1: Formatting Characters Using the Toolbar
  - 3.2: Using the Format Painter
  - 3.3: Using the Font Dialog Box
  - 3.4: Changing Paragraph Alignment
  - 3.5: Indenting Paragraphs
  - 3.6: Special Indents
  - 3.7: Setting Tab Stops with the Ruler
  - 3.8: Adjusting and Removing Tabs, and Using the Tabs Dialog Box
  - 3.9: Formatting Paragraph Line Spacing
  - 3.10: Formatting Spacing Between Paragraphs
  - 3.11: Creating Bulleted and Numbered Lists
  - 3.12: Adding Borders to Your Paragraphs
  - 3.13: Adding Shading and Patterns
- Three Review

### 4: Formatting Pages

- 4.1: Adjusting Margins
  - 4.2: Creating Headers and Footers
  - 4.3: Changing the Paper Orientation and Size
  - 4.4: Previewing a Document
  - 4.5: Controlling Where the Page Breaks
  - 4.6: Working with Section Breaks and Multiple Page Formats
  - 4.7: Creating and Working with Envelopes
  - 4.8: Arranging Text in Multiple Columns
- Four Review

### 5: Working with Tables

- 5.1: Introduction to Tables
  - 5.2: Creating a Table
  - 5.3: Working with a Table
  - 5.4: Adjusting Column Width
  - 5.5: Adjusting Row Height
  - 5.6: Inserting and Deleting Rows and Columns
  - 5.7: Adding Borders to a Table
  - 5.8: Adding Shading and Patterns
  - 5.9: Using AutoFormat
  - 5.10: Totaling Numbers in a Table
  - 5.11: Sorting Information in a Table
  - 5.12: Using the Draw Table and Eraser Buttons
  - 5.13: Creating Table Formulas
  - 5.14: Merging and Splitting Cells
  - 5.15: Working, Aligning, and Spacing Cell Contents
  - 5.16: Working with Tables that Span Multiple Pages
  - 5.17: Resizing, Moving, and Positioning a Table
- Five Review

## 6: Working with Templates and Styles

- 6.1: Creating and Using a Document Template
  - 6.2: Creating and Applying Paragraph Styles
  - 6.3: Creating and Applying a Character Style
  - 6.4: Modifying a Style
  - 6.5: Displaying Styles in a Document
  - 6.6: Attaching a Different Template to a Document
  - 6.7: Copying Styles Between Documents and Templates
- Six Review

## 7: Drawing and Working with Graphics

- 7.1: Drawing on Your Documents
  - 7.2: Adding, Arranging, and Formatting Text Boxes
  - 7.3: Selecting, Resizing, Moving, and Deleting Objects
  - 7.4: Formatting Objects
  - 7.5: Inserting Clipart
  - 7.6: Inserting and Formatting Pictures
  - 7.7: Positioning Objects
  - 7.8: Aligning and Grouping Objects
  - 7.9: Drawing AutoShapes
  - 7.10: Flipping and Rotating Objects
  - 7.11: Layering Objects
  - 7.12: Applying Shadows and 3.D Effects
- Seven Review

## 8: Performing a Mail Merge

- 8.1: An Overview of the Mail Merge Process
  - 8.2: Selecting the Document Type
  - 8.3: Selecting the Starting Document
  - 8.4: Selecting the Recipients
  - 8.5: Adding Records to the Data Source
  - 8.6: Writing Your Letter
  - 8.7: Previewing a Mail Merge
  - 8.8: Completing the Merge
  - 8.9: Creating and Working with Labels
  - 8.10: Using IF... THEN... ELSE Fields
  - 8.11: Using an Existing Data Source
- Eight Review

## 9: Document Collaboration

- 9.1: Using Revisions
- 9.2: Accepting and Rejecting Revisions
- 9.3: Inserting Comments
- 9.4: Saving Versions of a Document
- 9.5: Comparing and Merging Documents

9.6: Comparing Documents Side by Side  
9.7: About the Document Workspace  
9.8: Password.Protecting a Document  
9.9: Protecting a Document  
Nine Review

## 10: Working with Outlines and Long Documents

10.1: Creating a Document in Outline View  
10.2: Viewing an Outline  
10.3: Modifying an Outline  
10.4: Numbering an Outline  
10.5: Adding Bookmarks  
10.6: Adding Footnotes and Endnotes  
10.7: Adding Cross.References  
10.8: Creating a Table of Contents using Heading Styles  
10.9: Creating a Table of Contents using TC Fields  
10.10: Creating an Index  
10.11: Working with Master Documents  
10.12: Creating a Master Document  
Ten Review

## 11: Working with WordArt and Charts

11.1: Inserting a WordArt Object  
11.2: Formatting a WordArt Object  
11.3: Creating a Chart  
11.4: Modifying a Chart  
11.5: Selecting a Chart Type  
Eleven Review

## 12: Working with Other Programs

12.1: Inserting an Excel Worksheet into a Word Document  
12.2: Modifying an Inserted Excel Worksheet  
12.3: Inserting a Linked Excel Chart  
12.4: Opening and Saving Files in Different Formats  
Twelve Review

## 13: Working with Forms

13.1: Creating a New Form  
13.2: Using Text Fields  
13.3: Using Check Box Fields  
13.4: Using Drop.down Fields  
13.5: Assigning Help to Form Fields  
13.6: Performing Calculations in a Form Field  
13.7: Preparing and Filling Out an Online Form  
13.8: Working with Multiple Sections in Forms  
13.9: The “Empty Field” Alternate Method to Creating Forms

## Thirteen Review

### 14: Creating Web Pages with Word

- 14.1: Creating and Saving a Web Page
- 14.2: Modifying a Web Page
- 14.3: Converting a Word Document to a Web Page
- 14.4: Adding and Working with Hyperlinks
- 14.5: Viewing a Web Page
- 14.6: Applying a Theme to a Web Page
- 14.7: Working with Frames

### Fourteen Review

### 15: Advanced Topics

- 15.1: Hiding, Displaying, and Moving Toolbars
- 15.2: Customizing Word's Toolbars
- 15.3: Sending Faxes
- 15.4: Creating and Working with AutoText Entries
- 15.5: Using and Customizing AutoCorrect
- 15.6: Changing Word's Default Options
- 15.7: File Properties and Finding a File
- 15.8: Recording a Macro
- 15.9: Running a Macro
- 15.10: Editing a Macro's Visual Basic Code
- 15.11: Using Detect and Repair

### Fifteen Review