



## **MICROSOFT WORD 2003 ADVANCED COURSE OUTLINE**

### **1. FORMS**

- Create Forms
- Form Template
- Creating a Form Template
- Inserting Fields in a Form Template

### **2. MACROS**

- Tasks
- Automating Tasks
- Administering Macros
- Toolbars and Menus
- Creating Buttons
- Creating Custom Menus

### **3. REFERENCE**

- Document Information
- Referencing Document Information
- Inserting Bookmarks
- Footnotes and Endnotes
- Inserting Footnotes
- Inserting Endnotes

### **4. TIME SAVERS**

- Timesavers within Word
- Using Timesavers
- Creating a Document Using a Template
- Languages
- Checking the Spelling and Grammar
- Changing a Word Using the Thesaurus

## **5. DOCUMENTS**

- Document Versions
- Creating Document Versions
- Distributing a Document

## **6. ADVANCED WEB CREATION**

- HTML Pages
- Modifying an HTML Page
- Saving Documents as Web Pages
- Edit Web Pages

## **7. PREPARATION**

- Margins
- Setting Book Margins
- Indexing the Document