

## *MS Word 2003 -Advanced*

### **Learning outcomes:**

At the end of the course the participant will be able to:

- ✓ Insert Pictures and Clip Art
- ✓ Mail Merge
- ✓ Index and Cross Reference in Word documents
- ✓ Automate your Correspondence
- ✓ Publishing Word Documents on the Web

### **Course Contents:**

- ❑ Inserting Pictures and Clip Art
- ❑ Create Section Breaks
- ❑ Create Multiple Column Documents
- ❑ Mail Merge
  - Creating the Main Document
  - Creating the Data Source
  - Merging the Documents
- ❑ Protecting Documents
  - Track Changes
  - Password protection
- ❑ Compare and Merge Documents
- ❑ Auto Summarize
- ❑ Version Control
- ❑ Work with Tools that made Documents easy to use
  - Create Bookmarks & Cross references
  - Create Index & Table of Contents
- ❑ Work with Templates
  - Use Word Templates to create documents
  - Create Custom Templates
- ❑ Formatting Documents Automatically
  - Checking Grammar
  - AutoCorrect Feature
  - Using Letter Wizard
- ❑ Publishing Word Files on the Web
  - Adding Links to your Web Page
  - Adding Multimedia Features