

Word 2003 Advanced Ref: WD23AV

Days of training: 1

Prerequisites: Word 2003: Intermediate or equivalent experience

Using Mail Merge

Creating form letters

Working with data sources

Creating mailing labels

Working with forms

Creating forms

Modifying forms

Protecting and printing forms

Using digital signatures

Working with large documents

Master documents

Footnotes and endnotes

Indexes

Bookmarks and cross-references

Web frames

Creating macros

Recording and running macros

Modifying and deleting macros

Using macros in forms

Customizing menus and toolbars

Creating custom menus

Customizing toolbars

Using XML features in Word

Working with XML

Appendix A : Sharing Word documents

Shared Workspaces

Web discussions

Appendix B : MOS exam objectives maps

Core exam objectives

Expert exam objectives