

Word 2003 Intermediate Ref: WD23IM

Days of training: 1

Prerequisites: Word 2003: Basic or equivalent experience

Working with sections and columns

Creating and formatting sections

Working with multiple columns

Working with text in columns

Formatting tables

Table formatting basics

Borders and shading

Table AutoFormat

Drawing tables

Working with Excel data

Importing data and creating charts

Performing calculations in tables

Linking and embedding data

Working with styles

Creating styles

Modifying and deleting styles

Navigating in large documents

Headers and footers

Different headers and footers

Page numbering

Printing labels and envelopes

Labels and envelopes

Working with graphics and objects

Working with graphics and clip art

Inserting WordArt and symbols

Customizing the background

Using drawing tools

Document templates

Template basics

Creating templates

Managing document revisions

Tracking changes in a document

Working with comments

Comparing document versions

Appendix A : MOS exam objectives maps

Core exam objectives

Expert exam objectives