



Word 2003: Intermediate **Second Edition**

Topic-Level Outline

Days: 1

Prerequisites: *Word 2003: Basic* or equivalent experience

Unit 1: Working with sections and columns

Topic A: Creating and formatting sections

Topic B: Working with multiple columns

Topic C: Working with text in columns

Unit 2: Formatting tables

Topic A: Table formatting basics

Topic B: Borders and shading

Topic C: Table AutoFormat

Topic D: Drawing tables

Unit 3: Working with Excel data

Topic A: Importing data and creating charts

Topic B: Performing calculations in tables

Topic C: Linking and embedding data

Unit 4: Working with styles

Topic A: Creating styles

Topic B: Modifying and deleting styles

Topic C: Navigating in large documents

Unit 5: Headers and footers

Topic A: Different headers and footers

Topic B: Page numbering

Unit 6: Printing labels and envelopes

Topic A: Labels and envelopes

Unit 7: Working with graphics and objects

Topic A: Working with graphics and clip art

Topic B: Inserting WordArt and symbols

Topic C: Customizing the background

Topic D: Using drawing tools

Unit 8: Document templates

Topic A: Template basics

Topic B: Creating templates

Unit 9: Managing document revisions

Topic A: Tracking changes in a document

Topic B: Working with comments

Topic C: Comparing document versions

Appendix A: Microsoft Office Specialist exam objectives maps

Topic A: Specialist exam objectives

Topic B: Expert exam objectives