



Word 2003 : Advanced

Topic-Level Outline

Days: 1

Prerequisites: *Word 2003: Intermediate* or equivalent experience

Unit 1: Using Mail Merge

Topic A: Creating form letters

Topic B: Working with data sources

Topic C: Creating mailing labels

Unit 2: Working with forms

Topic A: Creating forms

Topic B: Modifying forms

Topic C: Protecting and printing forms

Topic D: Using digital signatures

Unit 3: Working with large documents

Topic A: Master documents

Topic B: Footnotes and endnotes

Topic C: Indexes

Topic D: Bookmarks and cross-references

Topic E: Web frames

Unit 4: Creating macros

Topic A: Recording and running macros

Topic B: Modifying and deleting macros

Topic C: Using macros in forms

Unit 5: Customizing menus and toolbars

Topic A: Creating custom menus

Topic B: Customizing toolbars

Unit 6: Using XML features in Word

Topic A: Working with XML

Appendix A: Sharing Word documents

Topic A: Shared Workspaces

Topic B: Web discussions

Appendix B: Microsoft Office Specialist exam objectives maps

Topic A: Specialist exam objectives

Topic B: Expert exam objectives