

Word 2003 Advanced

1. Word 2003 - FORMS

- Create Forms
- Form Template
- Creating a Form Template
- Inserting Fields in a Form Template

2. Word 2003 - MACROS

- Tasks
- Automating Tasks
- Administering Macros
- Toolbars and Menus
- Creating Buttons
- Creating Custom Menus

3. Word 2003 - REFERENCE

- Document Information
- Referencing Document Information
- Inserting Bookmarks
- Footnotes and Endnotes
- Inserting Footnotes
- Inserting Endnotes

4. Word 2003 - TIME SAVERS

- Timesavers within Word
- Using Timesavers
- Creating a Document Using a Template
- Languages
- Checking the Spelling and Grammar

- Changing a Word Using the Thesaurus

5. Word 2003 - DOCUMENTS

- Document Versions
- Creating Document Versions
- Distributing a Document

6. Word 2003 - ADVANCED WEB CREATION

- HTML Pages
- Modifying an HTML Page
- Saving Documents as Web Pages
- Edit Web Pages

7. Word 2003 - PREPARATION

- Margins
- Setting Book Margins
- Indexing the Document