



# Course Outline

## Microsoft® Word 2003

### Level 2

#### Lesson 1: Managing Lists

- Topic 1A: Sort a List
- Topic 1B: Restart a List
- Topic 1C: Create an Outline Numbered List
- Topic 1D: Customize List Appearance

#### Lesson 2: Customizing Tables and Charts

- Topic 2A: Sort a Table
- Topic 2B: Modify Table Structure
- Topic 2C: Merge or Split Cells
- Topic 2D: Position Text in a Table Cell
- Topic 2E: Apply Borders and Shading
- Topic 2F: Perform Calculations in a Table
- Topic 2G: Create a Chart from a Word Table
- Topic 2H: Modify a Chart

#### Lesson 3: Customizing Formatting

- Topic 3A: Modify Character Spacing
- Topic 3B: Add Text Effects
- Topic 3C: Control Paragraph Flow

#### Lesson 4: Working with Custom Styles

- Topic 4A: Create a Character or Paragraph Style
- Topic 4B: Modify an Existing Style
- Topic 4C: Create a List Style
- Topic 4D: Create a Table Style

#### Lesson 5: Controlling Text Flow

- Topic 5A: Insert Section Breaks
- Topic 5B: Insert Columns
- Topic 5C: Link Text Boxes

#### Lesson 6: Automating Common Tasks

- Topic 6A: Run a Macro
- Topic 6B: Create a Macro
- Topic 6C: Modify a Macro
- Topic 6D: Customize Toolbars and Buttons
- Topic 6E: Add Menu Items

#### Lesson 7: Automating Document Creation

- Topic 7A: Create a Document Based on a Template
- Topic 7B: Create a Document by Using a Wizard
- Topic 7C: Create or Modify a Template
- Topic 7D: Change the Default Template Location
- Topic 7E: Insert a MacroButton Field in a Template

#### Lesson 8: Performing Mail Merges

- Topic 8A: The Mail Merge Process
- Topic 8B: Perform a Merge on Existing Documents
- Topic 8C: Merge Envelopes and Labels
- Topic 8D: Use Word to Create a Data Source