



# Course Outline

## Microsoft® Word 2003

### Level 3

#### Lesson 1: Using Microsoft Office Word 2003 with Other Programs

- Topic 1A: Link to a Microsoft® Office Excel 2003 Worksheet
- Topic 1B: Link a Chart to Excel Data
- Topic 1C: Send a Document Outline to PowerPoint
- Topic 1D: Extract Text from a Fax
- Topic 1E: Save a Document as a Different File Format
- Topic 1F: Look Up Information Using Research Sites
- Topic 1G: Send a Document as an Email Attachment

#### Lesson 2: Collaborating on Documents

- Topic 2A: Modify User Information
- Topic 2B: Create a New Version of a Document
- Topic 2C: Delete Old Versions
- Topic 2D: Send a Document for Review
- Topic 2E: Use Comments
- Topic 2F: Compare Document Changes
- Topic 2G: Merge Document Changes
- Topic 2H: Review a Document

#### Lesson 3: Adding Reference Marks and Notes

- Topic 3A: Insert Bookmarks
- Topic 3B: Insert Footnotes and Endnotes
- Topic 3C: Add Captions
- Topic 3D: Insert Cross-references

#### Lesson 4: Making Long Documents Easier to Use

- Topic 4A: Mark Text for Indexing
- Topic 4B: Insert an Index
- Topic 4C: Insert a Table of Figures
- Topic 4D: Mark Text for a Table of Authorities
- Topic 4E: Insert a Table of Authorities
- Topic 4F: Insert a Table of Contents

- Topic 4G: Create a Master Document
- Topic 4H: Automatically Summarize a Document

#### Lesson 5: Securing a Document

- Topic 5A: Update a Document's Properties
- Topic 5B: Save a Document without Personal Information
- Topic 5C: Hide Text
- Topic 5D: Limit Formatting Choices in a Document
- Topic 5E: Select Regions of a Document that Can Be Modified
- Topic 5F: Add a Digital Signature to a Document
- Topic 5G: Require a Password to Open a Document

#### Lesson 6: Creating Web Pages

- Topic 6A: Create a Web Page
- Topic 6B: Insert Hyperlinks
- Topic 6C: Insert a Movie Clip into a Web Page
- Topic 6D: Apply a Theme to a Web Page
- Topic 6E: Create a Framed Web Page
- Topic 6F: Save a Web Page to a Web Server

#### Lesson 7: Creating Forms

- Topic 7A: Add Form Fields to a Document
- Topic 7B: Protect a Form
- Topic 7C: Save Form Data as Plain Text
- Topic 7D: Automate a Form