



Software Learning Centers  
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## **Word 2002 Advanced: Level 3**

### ***Course Specifications***

Course number: 084302  
Software: Microsoft Office XP Professional  
Course length: 1.0 day(s)

### ***Course Description***

**Overview:** You know how to use Microsoft Word to create and format documents and newsletters. In this course, you'll learn how to use Word to create forms and long documents as well as how to make it easier to display and work with those forms and long documents by using macros and collaborating.

**Course Objective:** You will create, modify, and distribute forms, long documents, and Web pages.

**Target Student:** This course is designed for someone who has extensive computer and Internet experience and wants to learn the more advanced features of Word 2002. It is also intended for those preparing to pursue certification as Microsoft Office User Specialists (MOUS) in Word.

**Prerequisites:** To ensure your success, we recommend you first take the following Element K course or have equivalent knowledge:

- Word 2002 Level 1
- Word 2002 Level 2

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### ***Performance-Based Objectives***

Upon successful completion of this course, students will be able to:

- create and distribute a form.
- automate tasks by writing and revising macros.
- create references to information in a document.
- prepare a document for publication.
- revise documents based on feedback provided by other users.
- modify an HTML page in Word.

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### **Course Content**

#### **Lesson 1: Creating and Distributing Forms**

- Topic 1A: Create a Form Template
- Topic 1B: Insert Fields in a Form Template
- Topic 1C: Protect the Form
- Topic 1D: Test a Form

#### **Lesson 2: Automating Tasks**

- Topic 2A: Run Macros
- Topic 2B: Record a Macro
- Topic 2C: Edit a Macro
- Topic 2D: Create Toolbar Buttons
- Topic 2E: Create Custom Menus

#### **Lesson 3: Referencing Document Information**

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

#### **Lesson 4: Preparing a Document for Publication**

- Topic 4A: Set Book Margins
- Topic 4B: Create Custom Headers and Footers
- Topic 4C: Compile a Table of Contents
- Topic 4D: Index the Document
- Topic 4E: Create a Master Document

#### **Lesson 5: Revising Documents**

- Topic 5A: Create Document Versions
- Topic 5B: Distribute a Document
- Topic 5C: Track Changes to a Document
- Topic 5D: Review Document Changes

#### **Lesson 6: Modifying an HTML Page**

- Topic 6A: Save Word Documents as Web Pages
- Topic 6B: Edit Web Pages in Word
- Topic 6C: Insert Scrolling Text
- Topic 6D: Place a Movie Clip in a Web Page
- Topic 6E: Insert a Background Sound

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