



CenterPoint Solution, LLC

Call Toll Free: 888-576-0334

MICROSOFT® WORD® 2003- ADVANCED LEVEL

Course Description:

You know how to use Microsoft® Office® Word® 2003 to create and format typical business documents. But you need to work on more complex documents. In this course, you will learn how to use Word® to create, manage, revise, and distribute long documents, forms, and Web pages.

Who Should Take This Course:

This course was designed for persons with a basic understanding of Microsoft® Windows® who can create and modify standard business documents in Microsoft® Office® Word® 2003, and who need to learn how to use the more advanced features of Word® 2003 to create, manage, revise, and distribute long documents, forms, and Web pages.

Achieved Results:

You will create, manage, revise, and distribute long documents, forms, and Web pages.

Course Outline:

- Using Word® with Other Programs
- Track Document Changes
- Create Bookmarks, Footnotes, Endnotes, Captions and Cross-references
- Creating an Index, Tables of Figures, Tables of Authorities, and Master Document
- Protecting a Document
- Creating Web Pages
- Creating Forms
- Using XML in Word