

Microsoft ®

Word 2003

Course Outline

Advanced Level – 6 Hours

FORMS

- Create Forms
- Form Template

MACROS

- Tasks
- Toolbars And Menus

REFERENCES

- Document Information
- Footnotes And Endnotes

TIME SAVERS

- Timesavers Within Word
- Languages

ADVANCED MANAGING DOCUMENTS

- Document Versions
- Mail Merge

ADVANCED WEB CREATION

- HTML Pages

PREPARATION

- Margins