

## Everyday Tasks Made Easier

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### Synopsis:

This module covers many of the features that can make everyday tasks quicker and easier. The student will learn how to insert dates and symbols; work with AutoFormat and tables, edit a table, and apply borders and shading. The student will also learn how to work with drawing objects, insert graphics, and use charts and diagrams.

### Prerequisites:

Word 2003 - Lvl 1

### Objectives:

- Insert Dates and Symbols
- Work with AutoFormat
- Work with Tables
- Edit a Table
- Apply Borders and Shading
- Work with Drawing Objects
- Insert Graphics
- Use Charts and Diagrams

### This module includes:

#### Inserting Dates and Symbols

- Inserting the date and time
- Inserting symbols
- Inserting special characters

#### Working with AutoFormat

- Changing AutoFormat options
- Using AutoFormat
- Reviewing AutoFormat changes
- Changing templates
- Using AutoFormat as you type

#### Working with Tables

- Creating a table
- Navigating a table
- Entering text into a table
- Inserting a blank line
- Using Table AutoFormat
- Hiding and showing gridlines
- Using the Draw Table button
- Converting existing text into a table

#### Editing a Table

- Selecting table components
- Selecting the entire table
- Inserting rows and columns into a table
- Merging cells
- Rotating text in a table
- Changing column width and row height
- Aligning table text
- Distributing rows and columns evenly
- Splitting cells
- Deleting columns and rows
- Setting table properties
- Converting a table into text
- Creating a table heading

#### Applying Borders and Shading

- Using borders and shading
- Adding borders and shading to text

## Word 2003 - Lvl 2

### Everyday Tasks Made Easier

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Adding a border to a page  
Adding a border to a table  
Removing a border from a table  
Adding and removing shading

#### **Working with Drawing Objects**

Creating a drawing object  
Selecting filled and unfilled objects  
Moving an object  
Using the drawing canvas  
Drawing without the drawing canvas  
Drawing a line  
Changing and removing the fill color  
Formatting lines  
Resizing an object  
Adding a 3-D effect  
Layering text and objects  
Deleting an object

#### **Inserting Graphics**

Using the Clip Art task pane  
Inserting a picture  
Formatting pictures  
Creating WordArt objects  
Formatting WordArt objects  
Using advanced layout options  
Creating watermarks

#### **Using Charts and Diagrams**

Working with Microsoft Graph  
Creating a chart  
Editing the datasheet  
Adding a chart title  
Changing the chart type  
Creating a chart from table data  
Importing data  
Inserting a diagram  
Working with diagrams

# Word 2003 - Lvl 2

## Word Helpers

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### Synopsis:

This module covers several topics that help the student perform tasks more efficiently. Tasks include using AutoCorrect, AutoText, Find and Replace, and templates and wizards. The student will also learn how to use newsletter-style columns and the Outline view, use Word HTML features, explore the Research task pane, share comments and merge documents, and manage files.

### Prerequisites:

Word 2003 - Lvl 1

### Objectives:

- Use AutoCorrect
- Use AutoText
- Use Find and Replace
- Explore the Research Task Pane
- Use Templates and Wizards
- Use Newsletter-style Columns
- Use Outline View
- Use Word HTML Features
- Share Comments and Merge Documents
- Manage Files

### This module includes:

#### Using AutoCorrect

- Setting AutoCorrect options
- Using the AutoCorrect Options button
- Creating AutoCorrect exceptions
- Creating an AutoCorrect entry
- Creating a formatted AutoCorrect entry
- Deleting an AutoCorrect entry

#### Using AutoText

- Creating an AutoText entry
- Inserting an AutoText entry
- Deleting an AutoText entry

#### Using Find and Replace

- Using Find
- Using Find options
- Finding special characters
- Finding a format
- Using Replace

#### Exploring the Research Task Pane

- Opening the Research task pane
- Adding research services
- Using the Thesaurus to look up synonyms
- Using the Thesaurus to look up antonyms
- Translating text
- Searching for information

#### Using Templates and Wizards

- Selecting an existing template
- Creating a template
- Modifying a template
- Deleting a template
- Using Wizards
- Creating a memo

#### Using Newsletter-style Columns

- Creating newsletter-style columns
- Navigating columns
- Changing the number of columns
- Changing column width and spacing

## Word Helpers

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Adding a vertical line between columns  
Balancing column length

### **Using Outline View**

Creating an outline  
Working in Outline view  
Collapsing/Expanding outline headings  
Displaying outline heading levels  
Moving an outline heading or body text  
Numbering the outline levels  
Displaying/Hiding outline text formats

### **Using Word HTML Features**

Saving files in the HTML file format  
Opening a web page in Word  
Using hyperlink automatic formatting  
Linking to a page  
Linking to a location in a page  
Pasting a link  
Updating a link  
Browsing linked pages and locations  
Editing a hyperlink  
Modifying and reposting HTML files

### **Sharing Comments and Merging Documents**

Inserting comments  
Managing comments  
Viewing comments  
Printing comments  
Comparing and merging documents  
Reviewing merged changes

### **Managing Files**

Selecting file views  
Sorting Word files  
Using the My Places bar  
Using the Basic Search task pane  
Using the Advanced Search task pane  
Clearing query clauses  
Assigning a password  
Removing a password  
Using digital signatures  
Using the Document Recovery task pane