



## Microsoft Word 2003 Desktop Publishing & Forms

### REVIEWING TABLES

#### USING NEWSLETTER-STYLE COLUMNS

- Creating Newsletter-style Columns
- Changing the Number of Columns
- Changing Column Width & Spacing
- Adding a Vertical Line between Columns
- Balancing Column Length

#### WORKING WITH DRAWING OBJECTS

- Creating a Drawing Object
- Selecting Filled & Unfilled Objects
- Moving, Resizing & Deleting an Object
- Drawing with & without the Drawing Canvas
- Drawing & Formatting Lines
- Changing & Removing the Fill Color
- Adding a 3-D Effect
- Layering Text & Objects

#### INSERTING GRAPHICS

- Using the Insert Clip Art Task Pane
- Inserting & Formatting Pictures
- Creating & Formatting WordArt Objects
- Using Advanced Layout Options
- Creating Watermarks

#### USING CHARTS & 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

#### USING TEMPLATES & WIZARDS

- Selecting an Existing Template
- Creating & Modifying a Template
- Deleting a Template
- Using Wizards
- Creating a Memo

### 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
- Browsing Linked Pages & Locations
- Editing a Hyperlink
- Modifying & Reposting HTML Files

### SHARING COMMENTS/MERGING DOCUMENTS

- Inserting Comments
- Managing Comments
- Viewing Comments
- Printing Comments
- Comparing & Merging Documents
- Reviewing Merged Changes

### USING FORMULAS IN TABLES

- Creating a Formula in a Table Cell
- Using a Function in a Table Cell
- Formatting the Result of a Formula
- Displaying Field Codes
- Recalculating Formulas in a Table

### USING FORMS

- Creating a Form
- Defining a Text Form Field
- Defining a Check Box Form Field
- Defining a Drop-Down Form Field
- Calculating a Text Form Field
- Creating Help Messages
- Protecting & Unprotecting a Form
- Saving & Deleting a Form Template
- Creating & Printing Forms from a Template

### IMPORTING EXCEL WORKSHEETS

- Importing an Excel Worksheet
- Linking an Excel Worksheet
- Creating an Excel Worksheet Object
- Editing an Excel Worksheet Object
- Inserting an Excel Worksheet Object