



Microsoft Office Specialist Word 2003 Expert

Course Objective

The Microsoft Office Specialist (Office Specialist) Certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Candidate will be train on using features in Microsoft Word 2003 as a word processing at Expert Level

Prerequisite:

Word 2003 Core Level

Certificate Of Attendance :

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

Training Methodology & Materials:

- 100% hands-on.
- Well-designed exercises/sessions to enhance further understanding of the courseware

Key terms and conditions to enjoy SDF / SRP assistance:*

- Singaporean OR Permanent Resident
- Must attain minimum of 75% attendances
- Must sit for Microsoft Office Specialist examination

*Please visit www.sdf.gov.sg or www.srp.org.sg for full terms and conditions

Training Duration:

Total Training Hours : 32 hours
Full-Time : 9am to 6pm (4 days)
Part-Time : 6.30pm to 10.30pm (8 sessions, twice a week)

Course Training Fee :

Course Fee : \$478 without SDF ; \$254 after SDF
Registration Fee : \$25
SRP grant are available.
Contact us for more details.

DETAILED COURSE OUTLINE

1. Enhancing Document Appearance

- 1.1. Working with Document Backgrounds
 - 1.1.1. Adding a Background Color
 - 1.1.2. Adding Backgrounds with Special Effects
 - 1.1.3. Changing a Background
 - 1.1.4. Removing a Background
 - 1.1.5. Adding Watermarks
- 1.2. Using Themes
 - 1.2.1. Applying Themes
- 1.3. Working with Graphics
 - 1.3.1. Inserting ClipArt
 - 1.3.2. The Clip Organizer
 - 1.3.3. Inserting Pictures from a File
- 1.4. Manipulating Graphic or Pictures
 - 1.4.1. Selecting Graphics
 - 1.4.2. Moving and Sizing Graphics
 - 1.4.3. Wrapping Text Around Pictures
 - 1.4.4. Rotating and Cropping Graphics
- 1.5. Controlling Brightness and Contrast
- 1.6. Adding Other Graphical Elements
 - 1.6.1. Using WordArt

2. Mailings and Merging

- 2.1. Merging and Mailings
 - 2.1.1. What is Mail Merge?
 - 2.1.2. More on Data Sources
 - 2.1.3. What is the Mail Merge Task Pane?
 - 2.1.4. Using an Existing Merge File
 - 2.1.5. Opening and Existing Form Letter
- 2.2. Merging to Envelopes or Labels
 - 2.2.1. Merging to Envelopes
 - 2.2.2. Merging to Labels

3. Customizing Tools

- 3.1. Customizing Word
 - 3.1.1. Setting File Locations
 - 3.1.2. Customize your Proofing Tools
- 3.2. Customizing the Toolbars
 - 3.2.1. Displaying Additional Buttons
 - 3.2.2. Changing an Existing Toolbar Layout
- 3.3. Customizing Menus
 - 3.3.1. Customizing Existing Menus
 - 3.3.2. Creating a New Menu
 - 3.3.3. Customizing Shortcut Keys

4. Automating Repetitive Tasks

- 4.1. Explaining Macros
 - 4.1.1. Recording Macros
 - 4.1.2. Running Macros
 - 4.1.3. Editing Macros
 - 4.1.4. Deleting Macros
- 4.2. Working with Templates
 - 4.2.1. Setting the Location of Templates files
 - 4.2.2. Saving and Using Templates
 - 4.2.3. Changing the Normal Template
- 4.3. Creating Forms
- 4.4. Creating Online Forms
 - 4.4.1. Creating Help Messages for Form Fields
 - 4.4.2. Saving Forms as Templates
 - 4.4.3. Protecting Forms from Changes

5. Working with List and Data

- 5.1. Sorting Lists
 - 5.1.1. Sorting Paragraphs
 - 5.1.2. Sorting Tables
 - 5.1.3. Sorting a File in Another Format
- 5.2. Modifying Tables
 - 5.2.1. Adjusting Table Cells
 - 5.2.2. Manipulating Text in Cells
 - 5.2.3. Adjusting Table Properties
- 5.3. Working with Formulas
 - 5.3.1. All About Math Formulas
 - 5.3.2. Updating Formulas
- 5.4. Linking and Embedding Worksheets
 - 5.4.1. Embedding Worksheets
 - 5.4.2. Creating a New Embedded Object
 - 5.4.3. Embedding an Existing Object
 - 5.4.4. Linking Worksheets
 - 5.4.5. Editing Linked or Embedded Objects
- 5.5. Working with Other Programs
 - 5.5.1. Importing Documents
 - 5.5.2. Importing Data into a Chart

6. Sharing Documents

- 6.1. Setting Document Properties
- 6.2. Tracking Revisions
- 6.3. Working with Multiple Versions
 - 6.3.1. Creating Multiple Versions
 - 6.3.2. Opening Earlier Versions of Documents
 - 6.3.3. Deleting One or More Versions
 - 6.3.4. Saving Versions as Separate Files
- 6.4. Protecting Documents
 - 6.4.1. Adding a Password to a Document
 - 6.4.2. Removing or Changing Passwords
 - 6.4.3. Protecting the Document from Selected Changes
- 6.5. Digital Signatures
 - 6.5.1. Adding a Digital Signature

7. Publishing Large Documents

- 7.1. Working with Styles
 - 7.1.1. Apply Styles to Text
 - 7.1.2. Modify Styles
 - 7.1.3. Styles for Lists and Tables
 - 7.1.4. Limiting Styles with Protect Document
- 7.2. Controlling the Text Flow
 - 7.2.1. Preventing Breaks in Tables
- 7.3. Navigating Around a Document
 - 7.3.1. The Document Map and Thumbnails
- 7.4. Working with Master Documents
 - 7.4.1. Creating Master Documents from an Outline
 - 7.4.2. Converting Existing Documents into a Master Document
 - 7.4.3. Inserting Subdocuments
 - 7.4.4. Expanding and Collapsing Subdocuments
 - 7.4.5. Opening Subdocuments
 - 7.4.6. Splitting Subdocuments
 - 7.4.7. Merging Subdocuments
 - 7.4.8. Deleting Subdocuments
 - 7.4.9. Converting a Subdocument

8. Working with References

- 8.1. Analyzing and Summarizing Documents
 - 8.1.1. Analyzing the Readability
 - 8.1.2. Using AutoSummarize
- 8.2. Adding Footnotes and Endnotes
 - 8.2.1. Creating Footnotes and Endnotes
 - 8.2.2. Managing Footnotes and Endnotes
- 8.3. Bookmarks and Cross-references
 - 8.3.1. Creating Bookmarks
 - 8.3.2. Moving to a Bookmark
 - 8.3.3. Creating Cross-references
- 8.4. Creating an Index
 - 8.4.1. Marking Index Entries
 - 8.4.2. Using Concordance Files
 - 8.4.3. Using a Concordance File to Mark Index Entries
 - 8.4.4. Compiling an Index
 - 8.4.5. Updating and Editing an Index
 - 8.4.6. Deleting the Index
- 8.5. Creating a Table of Contents
 - 8.5.1. Compiling a Table of Contents
 - 8.5.2. Updating a Table of Contents
 - 8.5.3. Changing a Table of Contents to Text

9. Working with Web Elements

- 9.1. Structuring Documents Using XML
 - 9.1.1. What is XML?
 - 9.1.2. Using the Schema Library
 - 9.1.3. Defining XML Options
 - 9.1.4. Using Schemas and Transforms
- 9.2. Managing XML Attributes
- 9.3. Working with Web Pages
 - 9.3.1. Preparing to Publish a Web Page
 - 9.3.2. Creating Web Pages
 - 9.3.3. Inserting Hyperlinks
 - 9.3.4. Saving Web Pages
 - 9.3.5. Using Frames

IT Enabler Consultancy Pte Ltd

35 Selegie Road #09-06 Parklane Shopping Mall S(188307) Tel: 6333 4843 Fax: 6333 4883

www.ienabler.com.sg

(Co Reg No. 200211025Z)