

# Word 2003: Advanced

## Topic-Level Outline

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**Days:** 1

**Prerequisites:** *Word 2003: Intermediate* or equivalent experience

### **Unit 1: Using Mail Merge**

**Topic A:** Creating form letters

**Topic B:** Working with data sources

**Topic C:** Creating mailing labels

### **Unit 2: Working with forms**

**Topic A:** Creating forms

**Topic B:** Modifying forms

**Topic C:** Protecting and printing forms

**Topic D:** Using digital signatures

### **Unit 3: Working with large documents**

**Topic A:** Master documents

**Topic B:** Footnotes and endnotes

**Topic C:** Indexes

**Topic D:** Bookmarks and cross-references

**Topic E:** Web frames

### **Unit 4: Creating macros**

**Topic A:** Recording and running macros

**Topic B:** Modifying and deleting macros

**Topic C:** Using macros in forms

### **Unit 5: Customizing menus and toolbars**

**Topic A:** Creating custom menus

**Topic B:** Customizing toolbars

## **Unit 6: Using XML features in Word**

**Topic A:** Working with XML

### **Appendix A: Sharing Word documents**

**Topic A:** Shared Workspaces

**Topic B:** Web discussions

### **Appendix B: MOS exam objectives maps**

**Topic A:** Core exam objectives

**Topic B:** Expert exam objectives