

Discover Word 2003

DiscoverWare's *Discover Word 2003* is an interactive productivity tool for users of Microsoft Word 2003. Word 2003 builds on the word processing features of previous versions of the program to provide powerful tools for creating and sharing professional documents online and on the Web. Topics cover word processing concepts, document and file management, editing and formatting tools, working with graphics and multimedia elements, online collaboration, and working on the Web.

DiscoverWare products combine audio, animation, and software simulation with a unique user interface to make the "discovery" of computer programs both effective and entertaining. The products are also designed to help users learn at their own pace, allowing them to repeat topics or jump to anywhere in the course.

The Discover Word 2003 interface is intuitive and easy to use:

The Main Menu displays all the categories within the course. The topics within each category provide detailed explanations and examples, as well as hands-on exercises, so users can practice what they're learning.

After completing all the topics in a category, users can find out how much they've learned by taking the Category Quiz. They can also test their overall knowledge of Word 2003 at any time by accessing the global Test feature.

DiscoverWare's unique Glossary provides a quick reference of terms. In many cases, users can jump directly to the related portion of the course for a more detailed explanation.

A detailed Help feature is always available to ensure users never lose their way.

Main Menu

Move through hours of in-depth content – quickly and easily.

Test

DiscoverWare's test feature lets you track your progress as you learn. You can assess your proficiency at any time: before, during, or after completing a course. Your results are saved for future reference. Tests are available for individual categories, as well as the entire course.

Bookmark

By displaying your progress, DiscoverWare tracks which topics you've completed. Each time you return to DiscoverWare, you can start from the beginning or from where you left off.

Glossary

Need a term defined? This unique glossary includes links to related information in the course. The ultimate "just-in-time" reference, DiscoverWare's Glossary is what on-line help and tutorials should have been in the first place.

About

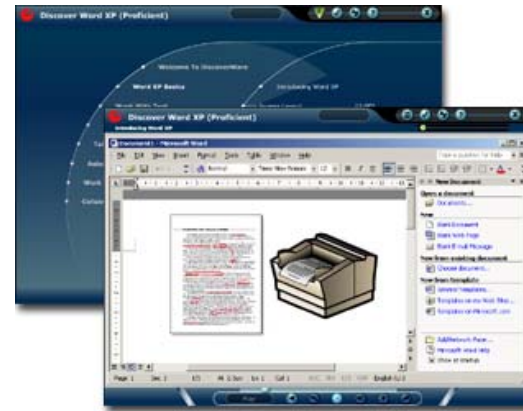
Click the logo button to display a number of options, including a link to DiscoverWare's website. Here you will find updates, registration and other valuable training offerings exclusive to DiscoverWare users.

Exercises

Practice makes perfect! Hands-on exercises, seamlessly integrated into DiscoverWare's explanations, let you practice using many software features. DiscoverWare's interactive exercises provide step-by-step instruction, making any software easier to learn.

Help

Click the ? for a 'user-friendly' explanation of any feature or function of DiscoverWare.





Discover Word 2003 (Proficient)

WORD 2003 BASICS

- Introducing Word 2003
 - Office 2003 Overview
 - Word 2003 Overview
- Screen Layout
 - Title Bar, Menus & Toolbars
 - Ruler
 - Browse A Document
 - View Buttons
 - Status Bar
 - Task Pane
- Create & Open Documents
 - Creating A New Document
 - Use A Template
 - Open An Existing Document
 - Closing A Document
- View A Document
 - Views In Word 2003
 - Normal View
 - Web Layout View
 - Print Layout View
 - Reading Layout View
 - Outline View
 - Document Map View
 - Thumbnails View
 - Window - Split
 - Window - Arrange All
- Navigate A Document
 - Navigating With The Mouse
 - Navigating With The Keyboard
- Save A Document
 - Use The Save & Save As Commands
 - Save A Document For Use In Another Program
- Print A Document
 - Preview & Print A Document
 - Modify Print Settings
 - Print An Envelope
 - Print Labels
- Help In Word 2003
 - Microsoft Office Online
 - Type A Question For Help
 - Word Help Task Pane
 - Detect And Repair

WORK WITH TEXT

- Edit Text
 - Enter Text
 - Insert Symbols
 - Select Text
 - Deleting Text
 - Move & Copy Text
 - Drag & Drop
- Editing Tools
 - Use The Find Command
 - Use The Replace Command
 - Check Spelling & Grammar
 - Use The Thesaurus
 - Use Undo, Redo & Repeat Commands

FORMAT CHARACTERS

- Format Characters
 - Formatting
 - Formatting Text
 - Use The Formatting Toolbar
 - Use The Font Dialog Box
 - Highlight Text
 - Format Painter

FORMAT PARAGRAPHS

- Paragraph Formatting
 - Formatting Paragraphs
 - Align Paragraphs
 - Indenting Paragraphs
 - Use Line & Paragraph Spacing
- Bullets & Numbering
 - Bullets & Numbering
 - Insert Bullets & Numbering
 - Create An Outline Numbered List
- Borders & Shading
 - Add Borders & Shading

FORMAT PAGES

- Format Pages
 - Page Formatting
 - Set Page Size & Orientation
 - Set Page Margins
 - Add Page Borders
 - Align Text Vertically
 - Page Breaks
 - Line Numbering
- Headers & Footers
 - Headers & Footers
 - Create A Header & Footer
 - Header & Footer Options
- Page Numbers
 - Insert Page Numbers
- Date & Time
 - Insert Date & Time

CREATE & APPLY STYLES

- Styles
 - What Is A Style?
 - Character Style Vs. Paragraph Style
 - Styles In Word
- Create & Apply A Style
 - Using Styles
 - Create A New Style
 - Modify A Style

TABLES & COLUMNS

- Create & Modify Tables
 - Create A Table
 - Navigating A Table
 - Modifying Rows & Columns
 - Sizing Rows & Columns
 - Merging & Splitting Cells
- Format Tables
 - AutoFormat A Table
 - Format A Table Manually
- Create & Modify Columns
 - Create Columns
 - Modify Column Layout

WORK WITH GRAPHICS

- Add Clip Art & Pictures
 - Graphics In Word
 - Add Clip Art
 - Add Pictures
 - Modifying A Picture

COLLABORATE IN A WORKGROUP

- Share Documents
 - Sharing Your Documents
 - Distributing Documents For Review
- Review Shared Documents
 - The Reviewing Toolbar
 - Insert A Comment
 - Track & Review Changes





Discover Word 2003 (Expert)

CUSTOMIZE WORD 2003

- Advanced Features & Customization
 - Advanced Features In Word 2003
 - Customizing Word 2003
- Customize Menus
 - The Menu Bar
 - Creating Custom Menus
- Customize Toolbars
 - Toolbars
 - Customize A Toolbar
 - Create A New Toolbar
- Word 2003 Options
 - The Options Dialog Box

ADVANCED FORMATTING

- Format Characters
 - Apply Font & Text Effects
 - Character Spacing
- Capitalization
 - Changing Case
 - Creating A Drop Cap
- Set Tabs
 - Tabs
 - Set Tabs (Tabs Command)
 - Set Tabs (Ruler)
 - Use Tab Leaders
- Control Text Flow
 - Control Text Flow
- Sections
 - Sections Overview
 - Insert & Use Section Breaks

WORK WITH YOUR DOCUMENT

- Footnotes & Endnotes
 - Using Footnotes & Endnotes
 - Insert Footnotes & Endnotes
 - Format & Modify A Note
- Cross-References
 - Using Cross-References
 - Create A Cross-Reference
- Bookmarks
 - Create & Use Bookmarks

TABLES & COLUMNS

- Sort Tables & Text
 - Sort A Table
 - Sort Text
- Use Tables As Worksheets
 - Perform Calculations In A Table
 - Embed A Worksheet
 - Link A Worksheet
- Balance Columns
 - Insert Column Breaks
 - Balance Column Length

AUTOMATE YOUR WORK

- Smart Tags
 - Using Smart Tags
 - Smart Tags Options
- AutoCorrect
 - What Is AutoCorrect?
 - AutoCorrect Settings
 - Add AutoCorrect Entries
 - Create An AutoCorrect Exception
- AutoText & AutoComplete
 - What Is AutoText?
 - Create A New AutoText Entry
 - What Is AutoComplete?
- AutoFormat
 - What Is AutoFormat?
 - Use AutoFormat
 - Use AutoFormat As You Type
- AutoSummarize
 - Use AutoSummarize
- Macros
 - Record A Macro
 - Edit A Macro
- Themes
 - What Is A Theme?
 - Apply A Theme

WORK WITH GRAPHICS

- Drawing Tools
 - The Drawing Toolbar
 - Use The Drawing Toolbar
 - Work With Drawing Objects
 - Use WordArt
- Diagrams & Charts
 - Create & Modify A Diagram
 - Create & Modify A Chart
- Watermarks
 - What is A Watermark?
 - Create A Watermark

SPECIALIZED DOCUMENTS

- Outlines
 - Using Outlines
 - Create An Outline
- Master Documents
 - Using Master Documents
 - Create A Master Document
- Indexes & Tables Of Contents
 - Creating Indexes
 - Mark Index Entries
 - Create An Index
 - Create A Table Of Contents
- Mail Merge
 - Using Mail Merge
 - Use Mail Merge To Create Letters
 - Use Outlook As A Data Source
 - Use Mail Merge To Create Labels
- Online Forms
 - Using Forms
 - Create A Form
- XML Documents
 - What Is XML?
 - Creating An XML Document
 - Save A Document As An XML File

COLLABORATE IN A WORKGROUP

- Share Documents
 - Collaborate On Shared Documents**
 - Sharing Your Documents
 - Distributing Documents For Review
 - Review Shared Documents
 - The Reviewing Toolbar
 - Insert A Comment
 - Track & Review Changes
 - Compare & Merge Documents
 - Comparing Documents
 - Manage Shared Documents
 - Create Multiple Versions
 - Document Security
 - Password Protect A Document
 - Editing & Formatting Restrictions

WORD 2003 & THE INTERNET

- Internet Overview
 - The Internet
 - HTML
- Open Web Pages In Word
 - Open A Web Page In Word
- Create Web Pages
 - Creating A New Web Page
 - Save A Document As A Web Page
 - Create A Hyperlink

