

## Microsoft Word 2003: Level 2

*Microsoft Word 2003: Level 2* covers the intermediate features of Word 2003 including customizing tables and charts, working with custom styles, creating customized graphic elements, and mail merges.

<b>Price</b>	\$52 Nonmembers / \$39 Members
<b>Course Credits</b>	N/A
<b>Prerequisites</b>	Word 2003: Level 1 or comparable experience
<b>Required Software</b>	Internet Explorer 6.0 or higher
<b>Required Hardware</b>	Computer with sound capability

### Additional Notes

**Please note:** This course includes narration that will require a computer with sound capabilities. While there is captioning available, you will get much more out of these courses if you have a computer with sound capabilities.

### Learning Objectives

This course covers the following topics:

- Managing lists
- Customizing tables and charts
- Customizing formatting
- Modifying pictures
- Creating customized graphic elements
- Controlling text flow
- Automating common tasks
- Automating documents