


```
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
```

```
H3 {
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
LI.MsoNormal {
MARGIN: 0in 0in 0pt; FONT-FAMILY: "Times New Roman","serif"; FONT-SIZE: 12pt; mso-style-parent: ""
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
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H2 {
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FONT-WEIGHT: normal
}
H2 {
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
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FONT-WEIGHT: normal
}
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FONT-WEIGHT: normal
}
```

```
}
H2 {
  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H2 {
  FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;
FONT-WEIGHT: normal
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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H3 {
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  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
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H3 {
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}
H3 {
  MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold
}
}
.clearfix {
  DISPLAY: inline-block
}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
```

Contact us at 713-777-7664 for pricing.

- Hands-on, instructor-led training classes
- Step-by-step training manual with exercise link
- Certificate of completion

- Onsite Training available
- Class can be customized to suit your needs
- Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft
Word 2003 - Training Classes in Houston, Texas

Microsoft Word 2003: Level
1

Training Course Content

Lesson 1: Creating a Basic
Document

Topic 1A: The
Word Environment

Topic 1B: Get Help
Using Word

Topic 1C: Enter Text

Topic 1D: Save a New Document

Topic
1E: Preview a Document

Topic 1F:
Print a Document

Lesson
2: Editing a Document

Topic 2A: Navigate in a Document

Topic 2B: Insert Text

Topic 2C:
Select Text

Topic 2D: Create an
AutoText Entry

Topic 2E: Move and
Copy Text

Topic 2F: Delete Blocks of
Text

Topic 2G: Undo Changes

Topic 2H: Find and Replace Text

Lesson 3: Formatting Text

Topic 3A: Change Font
and Size

Topic 3B: Apply Font Styles
and Effects

Topic 3C: Change Text
Color

Topic 3D: Highlight Text

Topic 3E: Copy Formats

Topic 3F:
Clear Formatting

Topic 3G: Find and
Replace Text Formatting

Lesson 4: Formatting Paragraphs

Topic 4A: Set Tabs

Topic 4B:
Change Paragraph Alignment

Topic 4C:
Indent Paragraphs

Topic 4D: Add
Borders and Shading

Topic 4E: Apply
Styles

Topic 4F: Create Lists

Topic 4G: Change Spacing Between
Paragraphs and Lines

Lesson 5: Proofing a Document

Topic 5A: Use the Thesaurus

Topic 5B: Check Spelling and Grammar

Topic 5C: Create a New Default
Dictionary

Topic 5D: Check Word
Count

Topic 5E: Modify a Document in
Print Preview

Lesson 6:
Adding Tables

Topic 6A:
Create a Table

Topic 6B: Enter Data
in a Table

Topic 6C: AutoFormat a
Table

Topic 6D: Convert Text into a
Table

Lesson 7:
Inserting Graphic Elements

Topic 7A: Insert Symbols and Special
Characters

Topic 7B: Insert a Clip

Art Picture

Topic 7C: Add a
Watermark

Lesson 8:
Controlling Page Appearance

Topic 8A: Set Page Orientation

Topic 8B: Change Page Margins

Topic
8C: Apply a Page Border

Topic 8D:
Add Headers and Footers

Topic 8E:
Insert a Page Break

Appendix A: Microsoft Office
Specialist Program

Microsoft Word 2003: Level 2

Training Course Content

Lesson 1: Managing Lists

Topic 1A: Sort a List

Topic 1B: Restart a List

Topic 1C:
Create an Outline Numbered List

Topic 1D: Customize List Appearance

Lesson 2: Customizing Tables
and Charts

Topic 2A:

Sort a Table

Topic 2B: Modify Table
Structure

Topic 2C: Merge or Split
Cells

Topic 2D: Position Text in a
Table Cell

Topic 2E: Apply Borders
and Shading

Topic 2F: Perform
Calculations in a Table

Topic 2G:
Create a Chart from a Word Table

Topic 2H: Modify a Chart

Lesson 3: Customizing Formatting

Topic 3A: Modify
Character Spacing

Topic 3B: Add Text
Effects

Topic 3C: Control Paragraph
Flow

Lesson 4: Working
with Custom Styles

Topic
4A: Create a Character or Paragraph
Style

Topic 4B: Modify an Existing
Style

Topic 4C: Create a List Style

Topic 4D: Create a Table Style

Lesson 5: Modifying Pictures

Topic 5A: Set Picture
Contrast or Brightness

Topic 5B:
Crop a Picture

Topic 5C: Wrap Text
Around a Picture

Lesson
6: Creating Customized Graphic Elements

Topic 6A: Draw Shapes
and Lines

Topic 6B: Insert WordArt

Topic 6C: Insert Text Boxes

Topic 6D: Create Diagrams

Lesson 7: Controlling Text Flow

Topic 7A: Insert
Section Breaks

Topic 7B: Insert
Columns

Topic 7C: Link Text Boxes

Lesson 8: Automating
Common Tasks

Topic 8A:
Run a Macro

Topic 8B: Create a Macro

Topic 8C: Modify a Macro

Topic
8D: Customize Toolbars and Buttons

Topic 8E: Add Menu Items

Lesson 9: Automating Document
Creation

Topic 9A:
Create a Document Based on a Template

Topic 9B: Create a Document by Using
a Wizard

Topic 9C: Create or Modify
a Template

Topic 9D: Change the
Default Template Location

Topic 9E:
Insert a MacroButton Field in a Template

Lesson 10: Performing
Mail Merges

Topic 10A:
The Mail Merge Process

Topic 10B:
Perform a Merge on Existing Documents

Topic 10C: Merge Envelopes and
Labels

Topic 10D: Use Word to Create
a Data Source

Appendix A:
Microsoft Office Specialist Program

Microsoft Word 2003: Level 3

Training Course Content

Lesson 1: Using Microsoft Office
Word 2003 with Other Programs

Topic 1A: Link to a
Microsoft Excel 2003 Worksheet

Topic 1B: Link a Chart to
Excel Data

Topic 1C: Send a Document
Outline to PowerPoint

Topic 1D:
Extract Text from a Fax

Topic 1E:
Save a Document as a Different File
Format

Topic 1F: Look Up Information
Using Research Sites

Topic 1G: Send
a Document as an Email Attachment

Lesson 2: Collaborating on
Documents

Topic 2A:
Modify User Information

Topic 2B: Create a New
Version of a Document

Topic 2C:
Delete Old Versions

Topic 2D: Send a
Document for Review

Topic 2E: Use
Comments

Topic 2F: Compare Document
Changes

Topic 2G: Merge Document
Changes

Topic 2H: Review a Document

Lesson 3: Adding
Reference Marks and Notes

Topic 3A: Insert Bookmarks

Topic 3B: Insert Footnotes
and Endnotes

Topic 3C: Add Captions

Topic 3D: Insert Cross-references

Lesson 4: Making Long Documents Easier to Use

Topic 4A: Mark Text for Indexing

Topic 4B: Insert an Index

Topic 4C: Insert a Table of Figures

Topic 4D: Mark Text for a Table of Authorities

Topic 4E: Insert a Table of Authorities

Topic 4F: Insert a Table of Contents

Topic 4G: Create a Master Document

Topic 4H: Automatically Summarize a Document

Lesson 5: Securing a Document

Topic 5A: Update a Document's Properties

Topic 5B: Save a Document without Personal Information

Topic 5C: Hide Text

Topic 5D: Limit Formatting Choices in a Document

Topic 5E: Select Regions of a Document that Can Be Modified

Topic 5F: Add a Digital Signature to a Document

Topic 5G: Require a Password to Open a Document

Lesson 6:
Creating Web Pages

Topic 6A: Create a Web Page

Topic 6B: Insert Hyperlinks

Topic 6C: Insert a Movie Clip into a Web Page

Topic 6D: Apply a Theme to a Web Page

Topic 6E: Create a Framed Web Page

Topic 6F: Save a Web Page to a Web Server

Lesson
7: Creating Forms

Topic
7A: Add Form Fields to a Document

Topic 7B:
Protect a Form

Topic 7C: Save Form Data as Plain Text

Topic 7D:
Automate a Form

Lesson
8: Using XML in Word

Topic 8A: Tag an Existing Document

Topic 8B: Save a Document as XML

Topic 8C: Transform an XML Document

Appendix
A: Microsoft Office Specialist Program

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[Microsoft Word computer classes offerings in Houston](#)

[Microsoft Word 2010 Training in Houston](#)

[Microsoft Word 2007 Training in Houston](#)

[Microsoft Word 2003 Training in Houston](#)