



# The Office Wiz

## Training, Consulting and Support Services

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### **COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD®: CUSTOMIZING 2003**

Are you ready to build your dream toolbar? Would you like to add your own menu? It's not an impossible dream at all. In just one hour you'll learn how to work with toolbars, customize Word's toolbars and make your own with all your favorite commands. You'll also master menu creation as well as how to protect your customizations. Register today and customize Word to make it more user-friendly and efficient for you!

#### **LENGTH**

One 1 hour session.

#### **PREREQUISITES**

*Word: Level 1* or equivalent knowledge. You need to have a basic understanding of Microsoft Word. You should also have a good understanding of basic Microsoft Windows, file management and personal computers.

#### **SPECIFIC CLASS CONTENT**

- Understanding templates
- Customizing a toolbar
- Creating your own toolbar
- Adding a custom menu
- Backing up and restoring help

#### **NECESSARY SOFTWARE AND HARDWARE**

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

#### **OTHER WORD CLASSES**

- Microsoft Office Word 2010: Transition from Word 2003
- Level 2
- Level 3
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms

Course Description For  
Microsoft® Office Word® 2003:  
Customizing 2003  
Page 2

- Customizing Word 2010
- Customizing Word 2007
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables