

Microsoft® Office Word 2003: Level 3

Course Content

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- 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
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- Topic 2C: Delete Old Versions
- Topic 2D: Send a Document for Review
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