



# Certified Word 2003 Professional VS-1031

**Vskills Certifications**

**Vskills Brochure**



## Certified Word 2003 Professional

### Certification Code VS-1031

**Word 2003 Professional Certification** helps demonstrate an individual's overall comprehension and expertise of Microsoft Office programs. VSkills Word 2003 Professional Certification holders have more than a working familiarity with Microsoft Office programs—they are technically skilled to take advantage of the breadth of features efficiently and effectively. Nearly every sector requires word processing professionals; to perform tasks such as letter writing, mail merge, etc. Microsoft Word allows users to type, format and edit text to create documents that can be printed or viewed electronically.

### Why should one take this certification?

This Course is intended for professionals and graduates wanting to excel in their chosen areas. It is also well suited for those who are already working and would like to take certification for further career progression.

Earning VSkills Word 2003 Professional Certification can help candidate differentiate in today's competitive job market, broaden their employment opportunities by displaying their advanced skills, and result in higher earning potential. VSkills Word 2003 Professional Certification can also lead to increased job satisfaction. Certified individuals have increased competence, productivity, and credibility with their employers, co-workers, and clients.

For employers, the certification provides skill-verification tools that not only help assess a person's skills in using Microsoft Word 2003 but also the ability to quickly complete on-the-job tasks across multiple programs in the Microsoft Office system.

### Who will benefit from taking this certification?

The certification benefits business workers and students who want to present themselves as truly knowledgeable and differentiate themselves in a competitive job market. It also helps hiring managers make job placement decisions. Managers who hire candidates with a VSkills Word 2003 Professional Certification are helping minimize training costs.

### Test Details:

- **Duration:** 60 minutes
- **No. of questions:** 50
- **Maximum marks:** 50, Passing marks: 25 (50%); There is no negative marking in this module.

**Fee Structure:**

Rs. 3,499/- (Excludes taxes)\*

\*Fees may change without prior notice, please refer <http://www.vskills.in> for updated fees

**Companies that hire Vskills Certified Word 2003 Professional**

MS-Word professionals are in great demand. There are a lot of boutique niche companies, specializing in Integration Services, who are constantly hiring knowledgeable professionals. International job consultants also are constantly looking for MS-Word Specialists for overseas jobs. The skill is also greatly in demand in government projects.

## Table of Content

### 1 Creating Content

- 1.1 Insert and edit text, symbols and special characters
- 1.2 Insert frequently used and pre-defined text
- 1.3 Navigate to specific content
- 1.4 Insert, position and size graphics
- 1.5 Create and modify diagrams and charts
- 1.6 Locate, select and insert supporting information

### 2 Organizing Content

- 2.1 Insert and modify tables
- 2.2 Create bulleted lists, numbered lists and outlines
- 2.3 Insert and modify hyperlinks

### 3 Formatting Content

- 3.1 Format text
- 3.2 Format paragraphs
- 3.3 Apply and format columns
- 3.4 Insert and modify content in headers and footers
- 3.5 Modify document layout and page setup

### 4 Collaborating

- 4.1 Circulate documents for review
- 4.2 Compare and merge documents
- 4.3 Insert, view and edit comments
- 4.4 Track, accept and reject proposed changes

### 5 Formatting and Managing Documents

- 5.1 Create new documents using templates
- 5.2 Review and modify document properties
- 5.3 Organize documents using file folders
- 5.4 Save documents in appropriate formats for different uses
- 5.5 Print documents, envelopes and labels
- 5.6 Preview documents and Web pages
- 5.7 Change and organize document views and windows

### 6 Formatting Content

- 6.1 Create custom styles for text, tables and lists
- 6.2 Control pagination
- 6.3 Format, position and resize graphics using advanced layout features
- 6.4 Insert and modify objects
- 6.5 Create and modify diagrams and charts using data from other sources

## **7 Organizing Content**

- 7.1 Sort content in lists and tables
- 7.2 Perform calculations in tables
- 7.3 Modify table formats
- 7.4 Summarize document content using automated tools
- 7.5 Use automated tools for document navigation
- 7.6 Merge letters with other data sources
- 7.7 Merge labels with other data sources
- 7.8 Structure documents using XML

## **8 Formatting Documents**

- 8.1 Create and modify forms
- 8.2 Create and modify document background
- 8.3 Create and modify document indexes and tables
- 8.4 Insert and modify endnotes, footnotes, captions, and cross-references
- 8.5 Create and manage master documents and subdocuments

## **9 Collaborating**

- 9.1 Modify track changes options
- 9.2 Publish and edit Web documents
- 9.3 Manage document versions
- 9.4 Protect and restrict forms and documents
- 9.5 Attach digital signatures to documents
- 9.6 Customize document properties

## **10 Customizing Word**

- 10.1 Create, edit, and run macros
- 10.2 Customize menus and toolbars
- 10.3 Modify Word default settings
- 10.4 Keyboard Shortcuts

## Sample Questions

**1. You cannot close MS Word application by**

- A. Choosing File menu then Exit submenu
- B. Press Alt+F4
- C. Click X button on title bar
- D. From File menu choose Close submenu

**2. Thesaurus tool in MS Word is used for**

- A. Spelling suggestions
- B. Grammar options
- C. Synonyms and Antonyms words
- D. All of above

**3. Word files have extension**

- A. DOC
- B. XLS
- C. PPT
- D. None of above

**4. The shortcut key to open find dialog box is**

- A. Control + F
- B. Control + L
- C. Control + G
- D. None of above

**5. The shortcut key to access Open file dialog box is**

- A. Control + F
- B. Control + O
- C. Control + G
- D. None of above

**Answers: 1 (D), 2 (C), 3 (A), 4 (A), 5 (B)**

## Certifications

### ➤ Accounting, Banking and Finance

- Certified AML-KYC Compliance Officer
- Certified Business Accountant
- Certified Commercial Banker
- Certified Foreign Exchange Professional
- Certified GAAP Accounting Standards Professional
- Certified Financial Risk Management Professional
- Certified Merger and Acquisition Analyst
- Certified Tally 9.0 Professional
- Certified Treasury Market Professional
- Certified Wealth Manager

### ➤ Big Data

- Certified Hadoop and Mapreduce Professional

### ➤ Cloud Computing

- Certified Cloud Computing Professional

### ➤ Design

- Certified Interior Designer

### ➤ Digital Media

- Certified Social Media Marketing Professional
- Certified Inbound Marketing Professional
- Certified Digital Marketing Master

### ➤ Foreign Trade

- Certified Export Import (Foreign Trade) Professional

### ➤ Health, Nutrition and Well Being

- Certified Fitness Instructor

### ➤ Hospitality

- Certified Restaurant Team Member (Hospitality)

### ➤ Human Resources

- Certified HR Compensation Manager
- Certified HR Staffing Manager
- Certified Human Resources Manager
- Certified Performance Appraisal Manager

### ➤ Office Skills

- Certified Data Entry Operator
- Certified Office Administrator

### ➤ Project Management

- Certified Project Management Professional

### ➤ Real Estate

- Certified Real Estate Consultant

### ➤ Marketing

- Certified Marketing Manager

### ➤ Quality

- Certified Six Sigma Green Belt Professional
- Certified Six Sigma Black Belt Professional
- Certified TQM Professional

### ➤ Logistics & Supply Chain Management

- Certified International Logistics Professional
- Certified Logistics & SCM Professional
- Certified Purchase Manager
- Certified Supply Chain Management Professional

### ➤ Legal

- Certified IPR & Legal Manager
- Certified Labour Law Analyst
- Certified Business Law Analyst
- Certified Corporate Law Analyst

### ➤ Information Technology

- Certified ASP.NET Programmer
- Certified Basic Network Support Professional
- Certified Business Intelligence Professional
- Certified Core Java Developer
- Certified E-commerce Professional
- Certified IT Support Professional
- Certified PHP Professional
- Certified Selenium Professional
- Certified SEO Professional
- Certified Software Quality Assurance Professional

### ➤ Mobile Application Development

- Certified Android Apps Developer
- Certified iPhone Apps Developer

### ➤ Security

- Certified Ethical Hacking and Security Professional
- Certified Network Security Professional

### ➤ Management

- Certified Corporate Governance Professional
- Certified Corporate Social Responsibility Professional

### ➤ Life Skills

- Certified Business Communication Specialist
- Certified Public Relations Officer

### ➤ Media

- Certified Advertising Manager
- Certified Advertising Sales Professional

### ➤ Sales, BPO

- Certified Sales Manager
- Certified Telesales Executive

**& many more job related certifications**

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