Microsoft Office Word 2003: Level 1


Designed for: Learners with a basic understanding of Microsoft Windows who need to learn how to use Microsoft Word 2003 to create, edit, format, lay out, and print standard business documents complete with tables and graphics. This course is intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft Word 2003.

Prerequisites: This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. The following course or equivalent knowledge is required: Windows: Introduction.

Course Content:

Creating a Basic Document
- The Word Environment
- Get Help Using Word
- Enter Text
- Save a New Document
- Preview a Document
- Print a Document

Editing a Document
- Navigate in a Document
- Insert Text
- Select Text
- Create an AutoText Entry
- Move and Copy Text
- Delete Blocks of Text
- Undo Changes
- Find and Replace Text
- Indent Paragraphs
- Add Borders and Shading
- Apply Styles
- Create Lists
- Change Spacing Between Paragraphs Lines

Proofing a Document
- Use the Thesaurus
- Check Spelling and Grammar
- Create a New Default Dictionary
- Check Word Count
- Modify a Document in Print Preview

Adding Tables
- Create a Table
- Enter Data in a Table
- AutoFormat a Table
- Convert Text into a Table

Inserting Graphic Elements
- Insert Symbols and Special Characters
- Insert a Clip Art Picture
- Add a Watermark

Controlling Page Appearance
- Set Page Orientation
- Change Page Margins
- Apply a Page Border
- Add Headers and Footers
- Insert a Page Break

Formatting Text
- Change Font and Size
- Apply Font Styles and Effects
- Change Text Colour
- Highlight Text
- Copy Formats
- Clear Formatting
- Find and Replace

Formatting Paragraphs
- Set Tabs
- Change Paragraph Alignment

Duration: 6 hours