

Word 2000 - 2003 Level 1

1-day course

Course Code: W1N1en

Who should attend? This course is intended for new users of Word 2000 - 2003.

Prerequisites Windows 95, 98, 2000, XP or Windows NT 4.0

Course Objectives Upon completion of the course, participants will be able to accomplish the following:

- Understand the concepts of word processing, as well as create, save and open documents for easy document management.
 - Insert and delete text to edit a document, and then print the document to keep a record of your work.
 - Modify text alignment and move, copy, and replace text for emphasis and document control.
 - Modify and enhance text appearance by altering font type and size, and changing font attributes.
 - Use tab stops, set indents, apply bullets and numbering, and change line spacing to enhance document appearance.
 - Use margins, page breaks, and headers and footers to enhance the page layout.
 - Simplify proofreading of documents by checking spelling, enhance productivity by using AutoText and AutoCorrect, and simply document creation by using templates.
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Course Content

Getting Started with Word

Understanding Word Processing Concepts; Getting Started; Creating and Saving Documents; Opening Documents;

Using Word Basics

Editing Documents; Printing Documents;

Managing Text

Aligning Text; Moving, Copying, and Replacing Text;

Modifying and Enhancing Text Appearance

Modifying Text Appearance; Using Effects;

Modifying and Enhancing Paragraph Appearance

Using Tabs; Changing Tab Settings; Setting Indents; Applying Bullets and Numbers; Changing Paragraph and Line Spacing;

Controlling Page Layout

Setting Margins; Inserting Page Breaks; Using Headers and Footers;

Using Writing Tools

Checking Spelling in a Document; Using AutoText and AutoCorrect; Using Document Templates;
