

Word 2003 Level 1

1-day course
Course code: W131

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

Prerequisites Windows 2000 or XP

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;
