

Word 2003: Introduction

Course length: 1 Day

Course Description: Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2003.

Target Student: Persons 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: *Windows or equivalent knowledge.*

Performance-Based Objectives: Upon successful completion of this course, students will be able to:

- ◆ Create a basic document.
- ◆ Edit documents by locating and modifying text.
- ◆ Format text.
- ◆ Format paragraphs.
- ◆ Use Word tools to make your documents more accurate.
- ◆ Add tables to a document.
- ◆ Add graphic elements to a document.
- ◆ Control a document's page setup and its overall appearance.

Course Content

Lesson 1: Creating a Basic Document

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

Lesson 2: 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

Lesson 3: Formatting Text

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

Lesson 4: Formatting Paragraphs

- Set Tabs
- Change Paragraph Alignment
- Indent Paragraphs
- Add Borders and Shading
- Apply Styles
- Create Lists
- Change Spacing Between Paragraphs and Lines

Lesson 5: Proofing a Document

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

Lesson 6: Adding Tables

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

Lesson 7: Inserting Graphic Elements

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

Lesson 8: Controlling Page Appearance

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