

Microsoft® Office Word 2003: Level 1

Course Specifications

Course length: 1.0 day(s)

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.

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. One of the following courses or equivalent knowledge is required:

Windows XP Professional: Level 1/Windows XP Professional: Level 2

Windows XP: Introduction/Windows 2000: Introduction

Course Content

Lesson 1: Creating a Basic Document

Topic 1A: The Word Environment
Topic 1B: Get Help Using Word
Topic 1C: Enter Text
Topic 1D: Save a New Document
Topic 1E: Preview a Document
Topic 1F: Print a Document

Lesson 2: Editing a Document

Topic 2A: Navigate in a Document
Topic 2B: Insert Text
Topic 2C: Select Text
Topic 2D: Create an AutoText Entry
Topic 2E: Move and Copy Text
Topic 2F: Delete Blocks of Text
Topic 2G: Undo Changes
Topic 2H: Find and Replace Text

Lesson 3: Formatting Text

Topic 3A: Change Font and Size
Topic 3B: Apply Font Styles and Effects
Topic 3C: Change Text Color
Topic 3D: Highlight Text
Topic 3E: Copy Formats
Topic 3F: Clear Formatting
Topic 3G: Find and Replace Text Formatting

Lesson 4: Formatting Paragraphs

Topic 4A: Set Tabs
Topic 4B: Change Paragraph Alignment
Topic 4C: Indent Paragraphs
Topic 4D: Add Borders and Shading
Topic 4E: Apply Styles

Topic 4F: Create Lists

Topic 4G: Change Spacing Between Paragraphs and Lines

Lesson 5: Proofing a Document

Topic 5A: Use the Thesaurus
Topic 5B: Check Spelling and Grammar
Topic 5C: Create a New Default Dictionary
Topic 5D: Check Word Count
Topic 5E: Modify a Document in Print Preview

Lesson 6: Adding Tables

Topic 6A: Create a Table
Topic 6B: Enter Data in a Table
Topic 6C: AutoFormat a Table
Topic 6D: Convert Text into a Table

Lesson 7: Inserting Graphic Elements

Topic 7A: Insert Symbols and Special Characters
Topic 7B: Insert a Clip Art Picture
Topic 7C: Add a Watermark

Lesson 8: Controlling Page Appearance

Topic 8A: Set Page Orientation
Topic 8B: Change Page Margins
Topic 8C: Apply a Page Border
Topic 8D: Add Headers and Footers
Topic 8E: Insert a Page Break

Are you a pencil pusher trapped in a computer?

We can help!

MJH Training Centre

www.mjhtraining.com

info@mjhtraining.com

