

Word 2003: Basic

1 Day

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® Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.

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: Introduction

Objectives

Upon successful completion of this course, students will be able to:

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

Outline

Unit 1: Getting started

Topic A: Exploring the Word window
Topic B: Creating and saving documents
Topic C: Getting Help

Unit 2: Editing documents

Topic A: Opening and navigating in documents
Topic B: Automated tasks
Topic C: Editing text
Topic D: The Undo and Redo commands

Unit 3: Moving and copying text

Topic A: Selecting text
Topic B: Cutting, copying, and pasting text
Topic C: Finding and replacing text

Unit 4: Formatting characters and paragraphs

Topic A: Character formatting
Topic B: Using tabs
Topic C: Paragraph formatting
Topic D: Advanced paragraph formatting

Unit 5: Creating and managing tables

Topic A: Creating tables
Topic B: Working with tables
Topic C: Modifying tables

Unit 6: Controlling page layout

Topic A: Creating headers and footers
Topic B: Working with margins
Topic C: Working with page breaks

Unit 7: Proofing and printing documents

Topic A: Checking spelling and grammar
Topic B: Previewing and printing documents

Unit 8: Web features

Topic A: Saving documents as Web pages
Topic B: Working with hyperlinks
Topic C: E mailing documents

Appendix A: Instant messaging

Topic A: Sending and receiving instant messages

Appendix B: Alternative user input

Topic A: Speech recognition

Topic B: Handwriting recognition

Topic C: Working with Office Document Imaging

Appendix C: Microsoft Office Specialist exam objectives maps

Topic A: Specialist exam objectives

Topic B: Expert exam objectives