

Word 2003: Level I

ET84360

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 Professional: Level 1
- ✓ Windows XP Professional: Level 2
- ✓ Windows XP: Introduction
- ✓ Windows 2000: 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 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.

Outline

Creating a Basic Document

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

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

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

Formatting Paragraphs

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

Proofing a Document

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

Adding Tables

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

Inserting Graphic Elements

Insert Symbols and Special Characters

Insert a Clip Art Picture

Add a Watermark

Controlling Page Appearance

Set Page Orientation

Change Page Margins

Apply a Page Border

Add Headers and Footers

Insert a Page Break