

Training Course Specification

Course: Microsoft Word 2003 Level 1; Introduction

Duration: One-Day

- COURSE OBJECTIVES:**
- Create and save documents for easy retrieval
 - Insert and delete text to edit a document
 - Move, copy, and replace text
 - Modify text for emphasis
 - Learn document and paragraph formatting
 - Set and remove tab stops to enhance document appearance
 - Use margins, indents, bullets, and numbering to change text layout
 - Create web pages and convert documents to web pages

WHO SHOULD ATTEND: Microsoft Word 2003 combines a powerful word processing application with the user-friendly atmosphere of Windows 2000/XP. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems: Windows 2000 or above.

SYSTEM REQUIREMENTS: Microsoft Word 2003 requires the following System Requirements:

Processor	Pentium 233 Mhz or higher processor; Pentium III recommended
Operating system	Microsoft Windows 2000 Service Pack 3 or later, or Windows XP or later (recommended)
Memory	64 MB RAM (minimum);128 MB RAM (recommended)

COURSE CONTENT

1. Creating and Editing Documents

Starting Documents
Starting Word
Identifying Components of the Word Screen
Using Toolbars
Displaying and Hiding the Office Assistant
Creating and Opening Documents
Moving the Insertion/Cursor Point
Building and Editing Documents
Selecting Text
Replacing and Deleting Blocks of Text
Moving and Copying Text
Modifying Page Breaks
Finishing Documents
Previewing Documents
Printing Documents
Closing Documents
Assignment

3. Formatting Documents

Formatting Paragraphs
Changing Line or Paragraph Spacing
Indenting Paragraphs
Setting Tabs Using the Tabs Dialog Box
Setting Tabs Using the Ruler
Formatting Pages and Sections
Setting Margins
Inserting Page Numbers
Inserting and Deleting Section Breaks
Using the Go To Command
Applying Page Setup Formatting to Sections
Changing a Section's Page Numbering
Assignment

2. Formatting Text & Printing a Document

Enhancing Text
Applying Text Formatting Effects
Removing Text Formatting
Information Rights Management
Using Undo and Redo
Using the Repeat Command to Apply Formatting
Viewing and Copying Formatting
Using Format Painter
Using Bullets and Numbers
Applying Bullets and Numbers as You Type
Compare Documents side by side
Assignment

4. Using Advanced Page Setup Techniques

Using Headers and Footers
Creating Alternating Headers or Footers
Creating Section Headers or Footers
Using Styles and Templates
Creating Styles
Editing Styles
Deleting Styles
Applying Templates to Existing Documents
Using Templates to Create Documents
Generating Envelopes and Labels
Creating Labels
Create form letters with Mail Merge Wizard
Creating Web Pages
Creating Hyperlinks
Following HyperLink
Assignment

Related Courses:

Microsoft Word 2003 Level 2; Microsoft Word 2003, for Executive Secretaries and PAs