



## **Word 2003: Tips & Timesavers**

**Overview:** Students will learn timesaving keyboard and mouse techniques allowing them to create great documents in less time and gain control of bulleted and numbered lists. They will discover tips for working with tables, long documents, multiple documents, and much more.

**Prerequisites:** Word 2003 Introduction or equivalent knowledge.

**Course Length:** One-Day

### **Course Content**

#### **Lesson 1: Menus and Toolbars**

Working with Adaptive Menus and Toolbars  
Accessing Menu Commands from the Keyboard  
Creating New Toolbars and Customizing Toolbars

#### **Lesson 2: Keyboard and Mouse Timesavers**

Using Keyboard Shortcuts  
Reducing Keystrokes with AutoCorrect  
Using Text Selection Timesavers

#### **Lesson 3: Font Tips**

Changing the Default Font  
Using Symbol and Special Characters  
Creating Drop Caps  
Using Toggle Case

#### **Lesson 4: Formatting Tips**

Changing Default Margins  
Clearing Formatting  
Using the Format Painter

#### **Lesson 5: Bulleted and Numbered List Tips**

Applying New Bullet Formats  
Controlling Numbered Lists  
Sorting Items in a List

#### **Lesson 6: Table Tips**

Working with Cell Margins  
Repeating Table Headings  
Preventing a Page Break in a Table Row  
Sorting Table Data  
Placing a Tab in a Table Cell



### **Lesson 7: Long Documents**

- Managing Text Flow
- Hiding White Space Between Pages
- Suppressing the Page Number on the First Page
- Inserting Tables of Contents
- Using the Split Bar
- Using Bookmarks and Cross-References

### **Lesson 8: Multiple Documents**

- Opening Several Documents at Once
- Closing or Saving Multiple Files
- Arranging Multiple Documents on the Screen
- Lengthening the List of Recently-Used Documents

### **Lesson 9: Save Space**

- Using Shrink to Fit
- Reducing Margins
- Modifying Paragraph Spacing

### **Lesson 10: Print Documents**

- Printing Sections of a Document
- Viewing Multiple Pages in Print Preview
- Editing in Print preview

### **Lesson 11: Graphics in Word**

- Displaying the Drawing Toolbar
- Using the Drawing Canvas
- Inserting Text in AutoShapes
- Using WordArt
- Placing Graphics in Tables
- Creating Watermarks

### **Lesson 12: Quick Access to Frequently-Used Folders**