Introduction to Microsoft Word 2004 (MAC)

Overview: This course is the first in a series of two Microsoft® Office Word 2004 for Macintosh courses. It will provide you with the basic concepts required to produce basic business documents.

Prerequisites: Ability to use the Macintosh operating system to manage information on your computer.

Course Length: One day, 9:00 a.m. – 4:00 p.m.

Course Content

Lesson 1: Creating a Basic Document
Familiarize Yourself with the Word Environment
Get Help Using Word
Enter Text
Save a New Document
Preview a Document
Print a Document

Lesson 2: 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

Lesson 3: 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

Lesson 4: Formatting Paragraphs
Set Tabs
Change Paragraph Alignment
Indent Paragraphs
Add Borders and Shading
Apply Styles
Create Lists
Change Spacing Between Paragraphs and Lines

Lesson 5: Proofing a Document
Use the Thesaurus
Check Spelling and Grammar
Create a New Default Dictionary
Check Word Count
Modify a Document in Print Preview

Lesson 6: Adding Tables
Create a Table
Enter Data in a Table
AutoFormat a Table
Convert Text into a Table

Lesson 7: Inserting Graphic Elements
Insert Symbols and Special Characters
Insert a Clip Art Picture
Add a Watermark

Lesson 8: Controlling Page Appearance
Set Page Orientation
Change Page Margins
Apply a Page Border
Add Headers and Footers
Insert a Page Break