



Microsoft Word 2003: Introduction

Overview: Students will learn the basics for creating and revising business documents using Word 2003. Topics covered include creating a document, editing text, formatting text, adding tables, and displaying and printing options.

Prerequisites: Windows 2000 or XP Introduction or equivalent knowledge.

Course Length: One day

Course Content

Lesson 1: Creating a Basic Document

- 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