

Microsoft Word 2003 Introduction A One Day Training Course

Course Aims:

This course aims to give a solid introduction to Word 2003. It is entirely 'hands on' and will give participants a good understanding of creating and saving documents in Word; editing and formatting text and paragraphs in Word; tables and checking work and printing.

Course Outline:

Getting Started

- Starting Word; Word Opening Screen
- Title and Menu Bars; Toolbars
- Scroll Bars; Status Bar; Office Assistant
- Menus; SpeedKeys; Dialogue Boxes
- Exiting Word

Creating Documents

- Creating a New Document; Entering Text
- Saving Documents; Saving Files Automatically
- Closing a Document on Screen
- Opening an Existing Document
- Deleting Files

Editing Documents

- Moving the Insertion Point; Scrolling
- Selecting Text; Insert and Overtyping
- Typing Replaces Selection; Deleting Text
- Undoing Incorrect Edits; Entering the Date

Moving and Copying Text

- Moving and Copying Text (Cut, Copy and Paste)
- Using Drag-and-Drop

Working with Fonts

- The font Dialog
- The Formatting Toolbar
- The Format Painter
- Changing Case

Working with Paragraphs

- What are Paragraphs? Aligning Paragraphs
- Line and Paragraph Spacing; Setting Tabs
- The Paragraph Dialogue Box
- Removing Paragraph Formats

Target Audience:

Beginners or new users to Word but with the requisite skills as outlined below. The course is also suitable for those who are self taught and wish to fill in the gaps of their knowledge of Word

Assumed Knowledge:

A basic understanding of PCs, use of a keyboard and mouse plus knowledge of Windows is required, gained either by previous experience or by attendance on a **Windows Intro** course.

Indents, Bullets and Numbering

- Indenting Text, Automatic Bullets and Numbering
- Applying Bullets and Numbering to Text

Borders, Lines and Shading

- Adding Borders; Removing Borders and Shading

Spelling and Typing Error Check

- Automatic Spell Checking
- Spell Checking Selected Text or the Whole Document
- Hiding Spelling and Grammar Errors

Document Layout

- Setting Page Margins; Landscape Printing and Paper Size

Viewing and Printing Documents

- Document Views
- Zoom
- Print Preview
- Printing

Tables

- Creating a Table; Moving the Insertion Point
- Inserting and Deleting Columns and Rows
- Changing the Width of Columns and Rows
- Changing the Alignment of a Table and Text
- Merging and Splitting Cells
- Table Borders
- Right Mouse Button Shortcut Menu