

MICROSOFT OFFICE WORD 2003 INTRODUCTION

COURSE AIMS

This course is aimed at new users of Microsoft Word who have little knowledge of Microsoft Windows or Word.

On completion of this course the user should be able to confidently do the following:

- Save, close, open and print a standard document.
- Format a document.
- Use custom tabs and tables.

COURSE CONTENT

Word Basics

Screen Layout
Help – Office Assistant
Task Panes
Moving Around the Document

Editing Text

Selecting Text
Windows Clipboard – Cut & Paste
Drag-and-Drop Editing
Click and Type

File Operations

Saving and Opening Documents
Starting a New Document
Closing Documents

Formatting

Font Types
Formatting Toolbar
Paragraph Formatting
The Ruler
Borders and Shading

Printing

Print Preview

Document Setup

Margins and Page Layout
Newspaper Columns
Headers and Footers

Auto Features

AutoCorrect and
AutoComplete
Using Predefined AutoText
Entries
Adding and Managing
Autotext Entries

Tabs and Tables

Changing the Default Tabs
Setting and Clearing Custom
Tab Stops
Inserting and Drawing
Tables
Formatting Tables

Finding and Replacing

Mail Merge

Form Letters
Labels

Document Proofing

Spelling, Thesaurus and
Grammar Check

NOTES

Ability also offer Advanced and Word Visual Basic for Applications courses for more experienced users.