



Course Syllabus

Microsoft Word 2003 Level 1

One Day • Instructor-led

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.

Audience

Persons with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Word 2003 to create, edit, format, lay out, and print standard business documents complete with tables and graphics. This course is intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.

Prerequisites

Before attending this course, students must have:

- Taken the Windows XP Level 1 course or have the basic skills and knowledge of Windows applications

Microsoft Office Specialist Exams

This course is one of a series of Microsoft Office courses that address the Microsoft Office Specialist (MOS) skill sets. The Office Specialist program is for individuals who use Microsoft Office software and who seek recognition for their expertise in just one or all of the Microsoft Office Suite. Certification testers must pass one or more proficiency exams in order to earn Office Specialist certification. Contact Panurgy for more information.

Objectives:

- Create a basic document.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs.
- Use Word tools to make your documents more accurate.
- Add tables to a document.
- Add graphic elements to a document.
- Control a document's page setup and its overall appearance.

Course Outline

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