

Course Outline

Microsoft Office Word 2003

- Designed for:** Those who wish to learn this popular word processing program
- Prerequisites:** Familiar with Windows environment and basic keyboarding experience
- Objectives:** To teach the Word 2003 program to Microsoft Office Specialist Level

Course Content

- Lesson One – Including: Loading the Word 2003 program, keying in text, naming and saving a document, overtype mode, editing text, printing a document, closing a document, accessing Help. closing the program
- Lesson Two – Including: Shortcut menus, the spelling and grammar feature, using the thesaurus, using the research pane, changing line and paragraph spacing, changing margins, opening an existing document, using the taskbar, undo and redo, creating a new folder, saving in a different format
- Lesson Three – Including: Automatic date and time, modifying field format, envelopes/labels, screen views, page breaks, text enhancement, fonts, size and colour, alignment, applying font effects, highlighting text
- Lesson Four – Including: AutoCorrect and AutoText, using a wizard to create a new document, setting tabulation stops in order to display text and figures
- Lesson Five – Including: Cut, copy and paste. the office clipboard, Format painter
- Lesson Six – Including: Find and replace, the browse feature, bullets and numbering, headers and footers, page numbering, aligning text vertically
- Lesson Seven – Including: Inserting a table in a document, inserting and deleting rows, sorting text, merging cells, rotating text, AutoSum, borders and shading, indenting text specifically, page orientation, creating a template from an existing document
- Lesson Eight – Including: Creating drawing objects, inserting and modifying WordArt, inserting and modifying ClipArt, inserting symbols, formatting text into columns, inserting column breaks
- Lesson Nine – Including: Applying and modifying styles, working in outline view. using document map, comparing and merging documents, adding, removing and editing comments
- Lesson Ten – Including: Viewing a document in web page preview, web layout view, saving a document as a web page, using email in Word, inserting a hyperlink, creating and modifying charts and diagrams

Benefits

- Learn how to use this popular word processing program to Microsoft Office Specialist level
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A personalised workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 22 hours

What next: Microsoft Office Excel 2003