



Course Description

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Office Word 2003. It is designed for computer users who are new to word processing, or who only plan to use Word occasionally.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- | | |
|--|--|
| <input type="checkbox"/> start and run Microsoft Office Word 2003 | <input type="checkbox"/> set margins |
| <input type="checkbox"/> use a mouse to select from menus, toolbars, prompts and screens | <input type="checkbox"/> control the flow of the text |
| <input type="checkbox"/> access the Help feature | <input type="checkbox"/> add automatic page numbering |
| <input type="checkbox"/> create and edit documents | <input type="checkbox"/> create numbered lists and bulleted lists |
| <input type="checkbox"/> save, open and close documents | <input type="checkbox"/> add special characters or symbols |
| <input type="checkbox"/> move efficiently within one document or multiple documents | <input type="checkbox"/> proofread and correct your documents |
| <input type="checkbox"/> change between different views and zoom levels | <input type="checkbox"/> use the Find and Replace feature |
| <input type="checkbox"/> preview and print documents | <input type="checkbox"/> understand file management techniques |
| <input type="checkbox"/> apply formatting to text and paragraphs | <input type="checkbox"/> create envelopes and labels |
| <input type="checkbox"/> move and copy text using the Office Clipboard task pane | <input type="checkbox"/> add borders to text and paragraphs |
| <input type="checkbox"/> set and adjust tabular columns | <input type="checkbox"/> compare and work with multiple versions of a document |
| | <input type="checkbox"/> send a document for review |

System Requirements

According to the Microsoft Office System User's Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
 - a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
 - a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
 - a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors
 - Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
 - a mouse or other pointing device compatible with Windows
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Microsoft Office Word 2003

Courseware Outline

SLATE TRAINING CENTRE

About This Courseware

- Courseware Conventions
 - Using the Book
 - Working with the Exercises
- Courseware Objectives
 - Basic Windows Skills Checklist
- A Quick Review of Basics
 - System Requirements
 - Obtaining Support
 - Settings for Word
 - Starting Word
- Moving Around
 - Moving Around on the Screen
- Getting Help
- Exiting Word

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 - What is Word?
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 - Moving Around Dialog Boxes
 - Using the Word Toolbars
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- Managing Your Files
 - Saving Documents
 - Using Document Summaries
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 - Switching Between Documents
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- Apply Your Skills
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- Questions and Review

Formatting Text

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 - Selecting Text in Different Areas
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 - Replacing Selected Text
 - Using Undo
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 - Using Repeat
 - Using Cut, Copy and Paste
 - Using the Clipboard
 - Moving Text Using Drag-and-Drop
 - Using the Paste Options Button

- Formatting Characters
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 - Formatting with the Font Command
 - Highlighting Text
 - Using the Format Painter
 - Changing Text Case
 - Changing the Character Spacing
 - Hiding Text
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- Questions and Review

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- Setting Tabs
 - Setting Tabs on the Ruler
 - Setting Tabs with the Tabs Command
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- Organizing List Information
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 - Customizing the View
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- Controlling the Text Flow
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 - Adding Borders
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- Using the Thesaurus
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 - Finding Items in the Document
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- Using Time Savers
 - Inserting the Date and Time
 - Using AutoText
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SLATE TRAINING CENTRE

Formatting the Table

- Using AutoFormat
- Modifying the Borders and Shading

Converting Text to a Table

Apply Your Skills Exercises

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Working with Objects

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Inserting Pictures

- Inserting Clip Art Images
- Inserting Pictures from a File

Manipulating Pictures

- Sizing a Picture
- Changing the Properties for a Picture

- Moving a Picture

Working with Chart Objects

- Using a Datasheet
- Customizing Charts
- Changing the Chart Type
- Modifying Chart Objects

Creating Drawing Objects

- Drawing Lines or Rectangles
- Drawing Arrows
- Adding AutoShapes
- Inserting Text Boxes

Customizing Objects

- Enhancing Objects
- Arranging Objects

Drawing Diagrams

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Preparing for the Web

- Saving Documents as Web Pages

- Using Hyperlinks

- Viewing Web Documents

Sending a Word Document via E-Mail

- Sending a Document in the E-Mail

- Sending a Word Document as an Attachment

Reviewing Documents

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- Inserting Comments

- Tracking Revisions

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Microsoft Office Word 2003 Exam Objectives