

Microsoft Office Word 2003

Level 1



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"/> moving around the screen | <input type="checkbox"/> running multiple programs |
| <input type="checkbox"/> using the Start button | <input type="checkbox"/> using the Clipboard |
| <input type="checkbox"/> using the Control button | <input type="checkbox"/> finding documents |
| <input type="checkbox"/> using the Minimize, Restore, and Close buttons | <input type="checkbox"/> navigating folders |
| <input type="checkbox"/> getting Help in Windows | <input type="checkbox"/> creating, deleting, renaming, copying, and moving files and folders |
| <input type="checkbox"/> moving around with the mouse and keyboard | <input type="checkbox"/> working with the Explorer |
| <input type="checkbox"/> accessing menus and making menu choices | <input type="checkbox"/> emptying the Recycle Bin |
| <input type="checkbox"/> using Windows programs | <input type="checkbox"/> preparing floppy disks |
| <input type="checkbox"/> sizing and moving windows | <input type="checkbox"/> working with the Control Panel |
| <input type="checkbox"/> using the scroll bars | <input type="checkbox"/> using the Print Manager |
| <input type="checkbox"/> managing documents | <input type="checkbox"/> using TrueType fonts |
| <input type="checkbox"/> using the toolbar and ruler | <input type="checkbox"/> using the Accessories |

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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Courseware Outline

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

Introducing Word

Objectives of Section 1

Overview

- What is Word Processing?
- What is Word?

Looking at the Screen

- Using the Word Menus
- Moving Around Dialog Boxes
- Using the Word Toolbars
- Identifying Screen Symbols
- Using Task Panes

Entering and Editing Text

- Moving Around in the Document

Managing Your Files

- Saving Documents
- Using Document Summaries
- Starting a New Document
- Switching Between Documents
- Saving in a Different Location
- Closing a Document
- Opening a Document
- Organizing Your Files

Summary of Section 1

Formatting Text

Objectives of Section 2

Selecting Text

- Using the Selection Bar
- Selecting Text in Different Areas

Editing Text

- Replacing Selected Text
- Using Undo
- Using Redo
- Using Repeat

- Using Cut, Copy and Paste

- Using the Clipboard

- Moving Text Using Drag-and-Drop

- Using the Paste Options Button

Formatting Characters

- Formatting with the Toolbar

- Formatting with the Font Command

- Highlighting Text

- Using the Format Painter

- Changing Text Case

- Changing the Character Spacing

- Hiding Text

Summary of Section 2

Formatting Paragraphs

Objectives of Section 3

Aligning Text

Setting Tabs

- Setting Tabs on the Ruler
- Setting Tabs with the Tabs Command

Indenting Paragraphs

- Setting Indents with the Paragraph Command
- Adjusting the Indents

Organizing List Information

- Customizing the Lists
- Adding Outline Numbering to Existing Text
- Creating Outlines

Setting the Line Spacing

Summary of Section 3

Formatting the Page Layout

Objectives of Section 4

Organizing Document Views

- Customizing the View
- Adjusting the Zoom
- Splitting Windows
- Arranging Panes

Changing the Paper Size

- Changing the Orientation
- Changing Margins
- Aligning Text Vertically

Controlling the Text Flow

- Inserting Line Breaks
- Inserting Page Breaks
- Hiding the White Space

Adding Borders and Shading

- Adding Borders
- Adding Shading

Summary of Section 4

Getting Ready to Print

Objectives of Section 5

Proofing Your Document

- Using AutoCorrect
- Checking the Spelling and Grammar

- Using the Thesaurus

Searching for Information

- Finding Items in the Document
- Finding a Page in the Document
- Using the Research Tool
- Replacing Items

Using Time Savers

- Inserting the Date and Time

- Using AutoText

- Inserting Symbols and Special Characters

Printing Documents

- Previewing the Document
- Printing a Document

Creating Envelopes and Labels

- Creating Envelopes
- Creating Labels

Summary of Section 5

Adding Design Elements

Objectives of Section 6

Working with Section Breaks

- Using Headers and Footers
- Inserting Page Numbers
- Creating Headers and Footers
- Alternating Headers and Footers

Formatting with Styles

- Creating Styles
- Applying Styles to Text
- Modifying Styles
- Deleting Styles
- Revealing the Formatting

Working with Columns

- Modifying the Columns

Summary of Section 6

Appendices

Productivity Tools

Glossary of Terms

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Exam Objectives