Microsoft Office Word 2003: Level 1

- **Course Number:** 084360
- **Course Length:** 1 Days

**Course Overview**

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.

**Prerequisites**

This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. One of the following courses or equivalent knowledge is required:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

**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.

**Course Outline**

**Course Introduction**

3m

**Lesson 1 - Creating a Basic Document**

Creating a Basic Document

Word Program Window

Print Preview Toolbar

Demo - Document Basics

Lesson 1 Review

37m

**Lesson 2 - Editing a Document**

Editing a Document

Open Dialog Box

Demo - Editing

Lesson 2 Review

27m
Lesson 3 - Formatting Text
Formatting Text
Font Qualities
Fonts 101
Demo - Text Formatting
Lesson 3 Review

Lesson 4 - Formatting Paragraphs
Formatting Paragraphs
Examples of Paragraph Alignment
Examples of Indents
Paragraph Borders and Shading
Tab Stops
Demo - Paragraph Formatting
Lists
Styles
Why Use Styles?
Common Style Examples
Demo - Lists and Styles
Lesson 4 Review

Lesson 5 - Proofing a Document
Proofing a Document
Spelling & Grammar
Demo - Proofing
Special Proofing Capabilities
Demo - Word Count Modify
Lesson 5 Review

Lesson 6 - Adding Tables
Adding Tables
Why Bother?
Typical Table Elements
Demo - Tables
Lesson 6 Review

Lesson 7 - Inserting Graphic Elements
Inserting Graphic Elements
Symbols and Special Characters
Demo - Symbols
Graphics
Demo - Graphics
Watermarks
Demo - Watermarks
Lesson 7 Review
Lesson 8 - Controlling Page Appearance

Controlling Page Appearance
Initial Document Setup
Demo - Document Setup
Page Formatting
Demo - Page Formatting
Page Breaks
Demo - Page Breaks
Lesson 8 Review
Course Closure

Total Duration: 3h 26m