

USING MICROSOFT OFFICE WORD 2003 – LEVEL 1

Course Length: 6 hours (9 a.m. – 4:00 p.m.)

Prerequisites: Familiar with the Windows environment.

Course Overview

In the *Using Microsoft Office Word Level 1* course, the student will learn basic skills for creating, editing, formatting, saving and printing documents. Students will also gain experience copying and moving text, formatting paragraphs and pages, and checking for spelling and/or grammar errors.

The Word User Interface

- Startup and Exit Word
- Identify and Manipulate Screen Elements
- Menus, Commands, and Dialog Boxes
- Toolbars and Tool tips
- Shortcut Menus
- Using the Task Pane

Working with Documents

- Create a new document
- Typing and Revising
- Navigating a document
- Selecting text
- Replacing text
- Copying text
- Moving text
- Use the Office Clipboard to cut/copy/paste
- Saving documents
- Preview a Document
- Print a Document
- Send a document via E-Mail
- Working in different views

Using the Help System

- Using the Ask a Question Box
- Using the Office Assistant
- Using Microsoft Office Word Help
- Using Office on the Web

Find, Open and Close Documents

- Open a Document
- Working with Multiple Open Documents
- Close a Document
- Close All Open Documents

Edit and Proof Documents

- Find and replace text within a document
- Check Spelling and Grammar
- Automatically correct typos
- Using the Thesaurus

Format Characters, Paragraphs and Pages

- Format margins and page layout
- Format text characters
- Apply Borders and Shading
- Align paragraphs
- Indent paragraphs
- Adjust paragraph and line spacing
- Setting and using tabs
- Apply bullets and numbering to lists
- Insert a page break

Print an Envelope or Label

- Setup and print an envelope
- Setup and print a label

