

Course Specifications

Microsoft Word 2003 Module I

Course number:

Course length: 1 day

Prerequisites

This course assumes a basic knowledge of the Microsoft Windows operating environment and the fundamental skills validated by the Internet and Computing Core Certification (IC³).

Registration:

CAD & Facilities Services, Inc.
(315) 686.6110
(315) 686.0091 (Fax)
Email: training@cadfs.com

www.cadfs.com



Microsoft Word 2003 Module I

This course provides competency in using toolbars and menus, opening documents, moving through documents, closing documents, and using document views; creating documents and entering text, saving documents and working with document properties; selecting, editing, copying and moving text; inserting date and time fields, using automatic text features; previewing and printing documents, creating and printing envelopes and labels; formatting text using various tools and task panes, formatting paragraphs by changing alignment and spacing, using tabs and indents, adding borders and shading, and creating and sorting lists; formatting document pages by setting margins, alignment and page orientation and adding borders, backgrounds and themes; using Find and Replace; checking spelling and grammar and using research tools; and working with templates.

Topics

Introduction to Word

- Pre-Assessment Questions
- Starting Word and Exploring the Word Environment
- Exploring Toolbars and Menus
- Opening and Closing Documents
- Moving Through Documents
- Viewing Documents
- Quitting Word
- Case Study
- Review

Creating and Saving Documents

- PreAssessment Questions
- Creating Documents
- Saving Documents
- Working with Document Properties
- Case Study
- Review

Editing Documents

- PreAssessment Questions
- Selecting Text
- Editing Text
- Using the Undo and Redo Features
- Copying and Moving Text
- Case Study
- Review

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Using Automatic Text Features

- PreAssessment Questions
- Overview of Automatic Text Features
- Inserting Date and Time Fields
- Using AutoComplete and AutoText
- Using AutoCorrect
- Case Study
- Review

Printing Documents, Envelopes and Labels

- PreAssessment Questions
- Previewing and Printing Documents
- Creating and Printing Envelopes and Labels
- Case Study
- Review

Formatting Text

- PreAssessment Questions
- Introduction to Formatting Text
- Using the Formatting Toolbar
- Using the Font Dialog Box
- Using the Format Painter
- Using the Styles And Formatting Task Pane
- Specifying the Format of Pasted Text
- Highlighting Text
- Case Study
- Review

Formatting Paragraphs

- PreAssessment Questions
- Introduction to Formatting Paragraphs
- Changing Paragraph Alignment
- Changing Paragraph Spacing and Line Spacing
- Using Tabs
- Indenting Paragraphs
- Applying Borders and Shading to Paragraphs
- Creating Bulleted, Numbered and Outlined Lists
- Sorting List Data
- Case Study Review

Formatting Document Pages

- PreAssessment Questions
- Introduction to Formatting Document Pages
- Setting Page Margins
- Aligning Text Vertically
- Changing Page Orientation

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- Adding Page Borders
- Using Document Backgrounds
- Applying Themes to Documents
- Case Study
- Review

Using Find and Replace

- PreAssessment Questions
- Using the Find Feature
- Using the Replace Feature
- Using the Go To Feature
- Case Study
- Review

Checking Spelling and Grammar and Using Research Tools

- PreAssessment Questions
- Checking Spelling and Grammar
- Using the Thesaurus Feature
- Using the Research Task Pane
- Case Study
- Review

Working with Templates

- PreAssessment Questions
- Introduction to Working with Templates
- Using BuiltIn Document Templates
- Creating a Template
- Deleting Document Templates
- Case Study
- Review