

Microsoft® Office Word 2003: Level 1

Course Description

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.

- **Course Objective:** You will create, edit, and enhance standard business documents using Microsoft® Office Word 2003.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a basic document.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- use Word tools to make your documents more accurate.
- add tables to a document.
- add graphic elements to a document.
- control a document's page setup and its overall appearance.

Course Content

Lesson 1: Creating a Basic Document

- Topic 1A: The Word Environment
- Topic 1B: Get Help Using Word
- Topic 1C: Enter Text
- Topic 1D: Save a New Document
- Topic 1E: Preview a Document
- Topic 1F: Print a Document

Lesson 2: Editing a Document

- Topic 2A: Navigate in a Document
- Topic 2B: Insert Text
- Topic 2C: Select Text
- Topic 2D: Create an AutoText Entry
- Topic 2E: Move and Copy Text
- Topic 2F: Delete Blocks of Text
- Topic 2G: Undo Changes
- Topic 2H: Find and Replace Text

Lesson 3: Formatting Text

- Topic 3A: Change Font and Size
- Topic 3B: Apply Font Styles and Effects
- Topic 3C: Change Text Color
- Topic 3D: Highlight Text
- Topic 3E: Copy Formats

Topic 3F: Clear Formatting
Topic 3G: Find and Replace Text Formatting

Lesson 4: Formatting Paragraphs

Topic 4A: Set Tabs
Topic 4B: Change Paragraph Alignment
Topic 4C: Indent Paragraphs
Topic 4D: Add Borders and Shading
Topic 4E: Apply Styles
Topic 4F: Create Lists
Topic 4G: Change Spacing Between Paragraphs and Lines

Lesson 5: Proofing a Document

Topic 5A: Use the Thesaurus
Topic 5B: Check Spelling and Grammar
Topic 5C: Create a New Default Dictionary
Topic 5D: Check Word Count
Topic 5E: Modify a Document in Print Preview

Lesson 6: Adding Tables

Topic 6A: Create a Table
Topic 6B: Enter Data in a Table
Topic 6C: AutoFormat a Table
Topic 6D: Convert Text into a Table

Lesson 7: Inserting Graphic Elements

Topic 7A: Insert Symbols and Special Characters
Topic 7B: Insert a Clip Art Picture
Topic 7C: Add a Watermark

Lesson 8: Controlling Page Appearance

Topic 8A: Set Page Orientation
Topic 8B: Change Page Margins
Topic 8C: Apply a Page Border
Topic 8D: Add Headers and Footers
Topic 8E: Insert a Page Break