

# Microsoft® Office Word 2003 for the Self-Taught

## Course Description

You have learned Word by yourself and have been using it for awhile. You can open, edit, save and print documents. You are pretty good at basic editing and formatting. This half-day class course will take your Word skills to a new level.

**Course Objective:** We will cover in three hours all of the material from the Introductory Word class.

## Performance-Based Objectives

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

- 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