

On-Site Computer Training

Word 2003 – Basic

(404) 254-2882
Duration - 9 hours

BRIEF DESCRIPTION

This class will cover the basic application skills, bringing students up to speed quickly on tasks that immediately apply to their daily work.

PREREQUISITES

Understanding of the Windows operating environment and keyboard ability

INSTRUCTIONAL METHODS

Lecture and Hands-on exercises

CLASS OBJECTIVES

By the end of this class, you will be able to:

- Understand the basics of Word 2003
 - Editing Documents
 - Formatting Text & Paragraphs
 - Formatting Documents
 - Creating & Formatting Tables
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CLASS OUTLINE

Getting Started with Word 2003:

Starting Word
Tour the Word Window
Starting & Saving a Document
Printing a Document

Editing Documents:

Opening a Document
Selecting Text
Cutting & Copying & Pasting Text
Using the Office Clipboard
Finding & Replacing Text
Checking Spelling & Grammar
Using the Thesaurus

Formatting Text & Paragraphs:

Formatting with Fonts
Changing Font Styles & Effects
Changing Line & Paragraph Spacing
Aligning Paragraphs
Working with Tabs & Indents
Adding Bullets & Numbering
Adding Borders & Shading

Formatting Documents:

Setting Document Margins
Dividing a Document into Sections
Inserting a Page Break
Inserting Page Numbers
Adding/Editing Headers & Footers
Formatting Columns
Inserting a Table
Inserting WordArt & ClipArt

Creating & Formatting Tables:

Inserting a Table
Inserting & Deleting Rows and Columns
Modifying Table Rows & Columns
Sorting Table Data
Splitting & Merging Cells
Performing Calculations in Tables
Using Table AutoFormats
Creating a Custom Format for a Table