

# On-Site Computer Training

## Word 2003 – Brief

(404) 254-2882  
Duration - 6 hours

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### BRIEF DESCRIPTION

This class will cover the basic skills necessary to be proficient in using Word 2003.

### 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

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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