

Duration: One day

Associated courses: Word Intermediate, Word Advanced

Word 2003 Introduction

Description	Pre-requisites
This course is designed for users who have had little or no exposure to Microsoft Word. It teaches the techniques that are required to put together a basic document. By the end of this course, participants will have the tools to create a decent-looking document which includes features like bullet lists, tables and pictures, and be able to edit, save, retrieve and print them.	Participants should be familiar with the Windows operating system and comfortable using a keyboard and mouse.

CONTENTS

<p>Getting acquainted with Word 2003</p> <ul style="list-style-type: none">Learning your way around the screenUsing the menus, toolbars, task panes keyboard and mouse <p>Working with documents</p> <ul style="list-style-type: none">Creating, saving, closing and opening documentsUpdating your documentWorking with several documents at once <p>Help !</p> <ul style="list-style-type: none">Where to go for helpUsing the Office AssistantUsing the Word HelpAsking Microsoft Word a question <p>Editing a document</p> <ul style="list-style-type: none">Selecting text using the mouse and keyboardFinding your way around a documentUsing Delete and BackspaceUsing Insert and OvertypingChecking your spelling and grammarChoosing a synonymEditing techniquesCopying and moving textFinding a piece of text and replacing it with anotherUsing Undo and Re-do	<p>Formatting words</p> <ul style="list-style-type: none">Setting the font, font size and font colourMaking a word bold or italicAdding underlineTime-saving techniquesMaking a word upper or lower caseUsing the menu, toolbar and keyboardUsing the Font dialog box. <p>Formatting paragraphs</p> <ul style="list-style-type: none">In-dents and Out-dentsSpacing out your paragraphs <p>Formatting pages</p> <ul style="list-style-type: none">Setting the marginsChanging the paper sizeChanging from portrait to landscapeAdding page numbersAdding headers and footersPositioning items in the header and footerInserting the date and time <p>A picture paints a thousand words</p> <ul style="list-style-type: none">Adding clipart and photos to your document	<p>Working with multiple documents</p> <ul style="list-style-type: none">Working on more than one document at a timeMoving between documentsCopying text between documentsMoving and resizing windowsClosing several documents at once <p>Bullets, Numbering & Symbols</p> <ul style="list-style-type: none">One-click bulletsOne-click numbersChanging the style of your bulletsUsing symbol bullets <p>Simple Tables</p> <ul style="list-style-type: none">Creating a table using the menu or toolbarMoving around a tableSelecting a cell, row or columnInserting an extra row or columnDeleting a row or columnFormatting a table quickly <p>Printing your documents</p> <ul style="list-style-type: none">Previewing your documentPrinting your document
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