MS Word 2003 Intro/Intermediate

WALL TO WALL
COMPUTER SERVICES

Duration: **2 Days**   Course Code: **I-A094**

This Two day workshop has been designed for those who want to quickly become productive with the majority of required features in Microsoft Word 2003.

Learning Outcomes

By the end of this course students will be able to Produce and Store a Document, Retrieve and Edit text, apply Formatting features, Add Bullets and Numbering, Print and Manipulate the Page Layout, work with Tables, Headers and Footers, Templates and Mail Merge

Prerequisites

This course is designed for students with little or no knowledge of Microsoft Word 2003. Basic computer awareness, keyboard and mouse skills are preferred.

Getting Started

- Start and use Word 2003
- Work with toolbars
- Add text to your document
- Save, close and open documents
- Exit Word 2003

Basic Features

- Create documents
- Work with multiple documents
- Move through documents
- Work with different views
- Select and edit text
- Use the spell checker and grammar functions
- Use the thesaurus
- Understand hyphenation
- Print a document

Formatting

- Change Text using different Formatting features
- Work with Fonts
- Change Paragraph Formatting
- Use Indenting
- Create Bullets and Numbering points
- Add Borders and Shading to documents

Page Formatting

- Change the document using page layout
- Move and copy text
- Work with the clipboard
- Use, Edit and Create tabs

Customising Word

- Customise Word 2000
- Using the On-Line Help system
- Working with the Office Assistant

Graphics

- Add, Delete and Position Graphics
- Insert Special Characters
- Create Headings and Other messages using WordArt

The Drawing Toolbar

- Draw, Select and Resize Objects
- Move, Nudge and Rotate Objects
- Format, Align and Distribute Objects
- Work with Layers and Grouping Objects
- Create and work with Text boxes
- Linking Text Boxes
- Wrapping Text around Objects

Working with Tables

- Create a table a number of different ways
- Work within a table
- Change the appearance of a table
- Enhance the table
- Nest and position tables
- Calculate in a table
- Sort Data in a Table

Using Timesavers

- Finding and replacing text and formatting
- Use the Format Painter
- Automatically correct text
- Automatically format text
- Change text case
- Insert text objects

Working with Sections, Headers and Footers

- Work with sections of a document
- Create and edit headers and footers

Templates

- Use templates to create a document
- Use template wizards to create a document
- Create letters using the letter wizard

Creating a Mail Merge

- Generating a Mail Merge
- The Main Document
- The Data Source
- The Merge Process
- Handy Hints and Editing