

Word 2002 - Basic	
Overview	Students will learn the basic skills necessary to begin using Word 2002.
Pre-requisite	Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). Windows 95 / 98 / NT 4.0 / 2000 / XP: Introduction or equivalent knowledge.  No prior knowledge of Word is assumed.
Delivery Method	Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.
Performance based objectives	Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to: <ul style="list-style-type: none"> <li>• Explain the Word environment and use it to create, save, and print a document as well as use the Help system.</li> <li>• Navigate in a document and explain and use basic editing techniques.</li> <li>• Use selection techniques, copy and move text, and use the Find and Replace commands to modify a document.</li> <li>• Format characters and paragraphs and work with tabs in a document.</li> <li>• Create, edit, and enhance tables.</li> <li>• Add headers and footers and control page layout using margins and page breaks.</li> <li>• Proof documents using the Spelling and Grammar feature.</li> </ul>

## Topics covered in the comprehensive manual

### Word basics

Exploring the Word window  
Creating and saving documents  
Printing documents  
Using help

### Editing documents

Opening and navigating a document  
Using AutoCorrect  
Editing text  
Using Undo and Redo

### Moving and copying text

Selecting text  
Moving and copying text  
Finding and replacing text

### Formatting characters and paragraphs

Character formatting techniques  
Using tabs  
Paragraph formatting techniques  
Advanced paragraph formatting techniques

### Creating and managing tables

Creating tables  
Modifying tables  
Enhancing tables

### Controlling page layout

Creating headers and footers  
Working with margins  
Working with page breaks

### Using proofing tools

Checking spelling and grammar  
Using the Thesaurus

### Web features

Saving and opening a document as a Web page  
Adding hyperlinks  
Sending Word documents via e-mail

### Appendix A: Alternative user input

Speech recognition  
Handwriting recognition  
Working with Office Document Imaging

### Appendix B: MOUS exam objectives map

Core exam objectives  
Expert exam objectives