

Word 2003 - Basic	
Overview	Students will learn the basic skills necessary to begin using Word 2003.
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	<p>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:</p> <ul style="list-style-type: none"> • Explain the Word environment and use it to create, save, and print a document as well as use the Help system. • Navigate in a document; use some of Word's automated tasks; use basic editing techniques; and use the Undo and Redo commands • Select text; copy and move text; and use the Find and Replace commands to modify document text. • Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing • Create, edit, and enhance tables. • Control page layout by adding headers and footers, setting page margins, and inserting page breaks. • Proof documents using the Spelling and Grammar feature.

Topics covered in the comprehensive manual

Getting started

Exploring the Word window
Creating and saving documents
Getting Help

Editing documents

Opening and navigating in documents
Automated tasks
Editing text
The Undo and Redo commands

Moving and copying text

Selecting text
Cutting, copying, and pasting text
Finding and replacing text

Formatting characters and paragraphs

Character formatting
Using tabs
Paragraph formatting
Advanced paragraph formatting

Creating and managing tables

Creating tables
Working with tables
Modifying tables

Controlling page layout

Creating headers and footers
Working with margins
Working with page breaks

Proofing and printing documents

Checking spelling and grammar
Previewing and printing documents

Web features

Saving documents as Web pages
Working with hyperlinks
E-mailing documents

Appendix A: Instant messaging

Sending and receiving instant messages

Appendix B: Alternative user input

Speech recognition
Handwriting recognition
Working with Office Document Imaging

Appendix C: MOS exam objectives maps

Core exam objectives
Expert exam objectives