

Word 2003

Introduction

Course Description

This practical hands-on course is designed for new users to Word 2003. This course focuses on the specific word processing techniques used in day-to-day business. By the end of the course, participants will be confident in creating a variety of documents and using character and paragraph formatting and will be able to set and control and layout of a document.

Getting Started

- Starting Word 2003
- The Word 2003 screen
- Menu commands
- Working with dialog boxes
- Shortcut menus
- Exiting Word 2003

Creating & Saving a Document

- Creating a document
- Naming and saving a file
- Closing a document Window
- Opening an existing File

Editing a Document

- Navigating your document
- Selecting text
- Creating page breaks
- Viewing non-printing characters
- The toolbar
- Checking spelling & grammar
- Basic editing techniques
- Copying and moving text
- Using the clipboard
- Using find & replace

Character Formatting

- Character formatting – font type, size and style
- Using the repeat command
- Formatting Toolbar
- Formatting Shortcut Keys
- Changing case
- Removing all Character Formatting

Printing

- Previewing a document
- Printing a document
- Printing selected pages
- Printer problems

Paragraph Formatting

- Paragraph Formatting
- Selecting text within Paragraphs
- Format Paragraph Dialog Box
- Formatting Toolbar
- Indenting text
- Applying Bullets & Numbers
- Shortcut Formatting Keys
- Borders & Shading
- Applying a Page Border

Setting Tabs

- Working with Tabs
- Setting Tabs with the Ruler
- Setting Tabs in the Tab Dialog Box
- Changing the Tab Position
- Remove a Tab Stop
- Using Tab Leaders

Changing Page Setup

- Changing the Screen View
- Using the Page Setup Command
- Changing Document Margins
- Changing the Paper Size
- Changing Page Orientation
- Changing the Paper Source
- Changing the Document Layout
- Numbering Pages
- Adding Headers and Footers

Working with Multiple Documents

- Opening Multiple Documents
- Moving between document Windows
- Copying Text between Documents
- Moving Windows
- Maximising Windows
- Closing Multiple Windows
- Close all Windows

Duration:

1-Day

Audience:

This course is designed for people who are new to word processing or converting from another word processing program.

Pre-requisites:

For best outcomes, participants should be familiar with the Windows operating system and basic mouse and keyboard techniques.

Inclusions:

- ✓ Comprehensive, step-by-step training manual
- ✓ Lunch & Refreshments
- ✓ Free Telephone support