

## Word 2003: Basic

1 Day

### Prerequisites

- Windows XP Foundation, Windows Vista Foundation, or commensurate knowledge and experience

### Objectives

Per the specified learning objects identified in the outline

#### Section 1: Getting Started

##### **Lesson 1.1: Opening Microsoft Office Word 2003**

Launching Word  
Interface Overview  
Interacting With Word  
Menu Overview  
New Features In Microsoft Office Word 2003

##### **Lesson 1.2: Toolbars**

About The Standard Toolbar  
About The Formatting Toolbar  
Adding Or Removing Toolbars  
Customizing Toolbars  
Using The Customize Command

##### **Lesson 1.3: Creating And Selecting Text**

Creating A New Document  
Typing Text  
Using The Mouse To Select Text  
Using The Keyboard To Select Text  
Tips And Tricks

##### **Lesson 1.4: Working With Your Document**

Saving Files  
Opening Files  
Switching Between Open Files  
Closing Documents  
Closing Word

##### **Lesson 1.5: Getting Help In Word**

Using The Help Menu  
Using The Help Task Pane  
Using The Office Assistant  
Configuring The Office Assistant

Using The Type A Question Box  
Getting Help In A Dialog Box  
Practice Exercise

#### Section 2: Formatting And Editing Options

##### **Lesson 2.1: Working With Text**

Cutting, Copying, And Pasting Text  
Using Basic Formatting  
Finding Text  
Navigating Through A Document

##### **Lesson 2.2: Moving Text**

Dragging And Dropping Text  
Using The Office Clipboard  
Deleting Text  
Using Undo And Redo (Aka Repeat)

##### **Lesson 2.3: Fonts**

Setting A Font Type And Size  
Setting Font Styles And Colours  
Using Character Spacing  
Animating Fonts  
Setting Your Default Font

##### **Lesson 2.4: Text Effects**

Using Basic Effects  
Setting Underline Styles And Colors  
Using Font Effects  
Using Drop Caps  
Changing Font Cases

## **Word 2003: Basic**, continued

### ***Lesson 2.5: Changing Text's Position***

- Aligning Text
- Justifying Text
- Using Margins
- Using Tabs
- Setting Tabs
- Moving Or Removing Tabs

### **Section 3: Formatting Tools**

#### ***Lesson 3.1: Paragraph Options***

- Aligning A Paragraph
- Indenting A Paragraph
- Changing Paragraph Spacing
- Inserting Page Numbers

#### ***Lesson 3.2: Templates***

- Opening A Template
- Downloading Templates
- Using Templates
- Creating Templates

#### ***Lesson 3.3: Language Tools***

- Checking Your Spelling And Grammar
- Using The Spelling And Grammar Context Menu
- Setting Spelling And Grammar Options
- Using Word Count And Readability Statistics

#### ***Lesson 3.4: Using Graphics***

- Searching For Clipart
- Inserting Clipart
- Formatting Clipart
- Inserting A Picture
- Formatting Pictures

#### ***Lesson 3.5: Links In A Document***

- Types Of Links
- Inserting A Link
- Editing A Link
- Following A Link

### **Section 4: Viewing And Printing**

#### ***Lesson 4.1: Using Layouts And Views***

- Normal View
- Web Layout
- Print Layout
- Reading Layout
- Outline View
- Full Screen View

#### ***Lesson 4.2: Viewing Tools***

- Using Zoom
- Using Thumbnails
- Using The Document Browser
- Using The Document Map

#### ***Lesson 4.3: Using Print Preview***

- Opening Print Preview
- Print Preview Options
- Print Preview Versus Print Layout

#### ***Lesson 4.4: Printing A Document***

- How To Print A Document
- Using Basic Print Options
- Using Advanced Print Options

#### ***Lesson 4.5: Using Page Setup***

- Gutters And Margins
- Changing Paper Options
- Setting Layout Options
- Applying Page Borders
- Setting Default Page Setup Options