Course Outline

Course Objective: Upon successful completion of this course, students will be able to: create a basic document; edit documents by locating and modifying text; format text; format paragraphs; use Word tools to make your documents more accurate; add tables to a document; add graphic elements to a document; and control a document's page setup and its overall appearance.

Target Student: Persons with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Word 2003 to create, edit, format, lay out, and print standard business documents complete with tables and graphics. This course is also intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.

Prerequisites: This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content

1. **Creating a Basic Document**

   - The Word Environment
   - Get Help Using Word
   - Enter Text
   - Save a New Document
   - Preview a Document
   - Print a Document

2. **Editing a Document**

   - Navigate in a Document
   - Insert Text
   - Select Text
   - Create an AutoText Entry
   - Move and Copy Text
   - Delete Blocks of Text
   - Undo Changes
   - Find and Replace Text

3. **Formatting Text**

   - Change Font and Size
   - Apply Font Styles and Effects
   - Change Text Color
   - Highlight Text
   - Copy Formats
   - Clear Formatting
   - Find and Replace Text Formatting

4. **Formatting Paragraphs**

   - Set Tabs
   - Change Paragraph Alignment
   - Indent Paragraphs
   - Add Borders and Shading
   - Apply Styles
   - Create Lists
   - Change Spacing Between Paragraphs and Lines

5. **Proofing a Document**

   - Use the Thesaurus
   - Check Spelling and Grammar
   - Create a New Default Dictionary
   - Check Word Count
   - Modify a Document in Print Preview

6. **Adding Tables**

   - Create a Table
   - Enter Data in a Table
   - AutoFormat a Table
   - Convert Text into a Table
   - Inserting Graphic Elements
   - Insert Symbols and Special Characters
   - Insert a Clip Art Picture
   - Add a Watermark

7. Controlling Page Appearance

- ➢ Set Page Orientation
- ➢ Change Page Margins
- ➢ Apply a Page Border
- ➢ Add Headers and Footers
- ➢ Insert a Page Break