

Microsoft Word 2003 - Introduction



This course is designed for the new or inexperienced user who has a need to use the programme on a regular basis. Delegates attending the course will be able to create professional looking documents, edit them, modify the formatting and use the various tools and shortcuts available within Word in an efficient and timely manner. *This course can be tailored to your specific needs.*

Duration: 1 day

The course covers the following: -

The Word Environment

- ▶ The Word Window
- ▶ Using Menus And Toolbars
- ▶ Keyboard Shortcuts
- ▶ The Status Bar
- ▶ Getting Help

Creating A Basic Document

- ▶ Creating A New Document
- ▶ Inserting Dates
- ▶ Previewing A Document
- ▶ Printing A Document
- ▶ Saving A Document

Working With A Document

- ▶ Opening And Closing Documents
- ▶ Navigating Throughout A Document
- ▶ Switching Document Views
- ▶ Page Zooming

Working With Text

- ▶ Selecting Text
- ▶ Insert And Overtyping Modes
- ▶ Deleting Text
- ▶ Cutting And Pasting
- ▶ Copying And Pasting
- ▶ Undo And Redo
- ▶ Finding And Replacing Text
- ▶ Inserting Symbols

Formatting Text

- ▶ Changing Fonts And Sizes
- ▶ Changing Font Colour
- ▶ Applying Bold, Italics And Underline
- ▶ Highlighting Text
- ▶ Copying Formats
- ▶ Applying Bullets
- ▶ Applying Numbers
- ▶ Changing Case

Formatting Paragraphs

- ▶ Changing Paragraph Alignment
- ▶ Indenting Paragraphs
- ▶ Paragraph Spacing
- ▶ Line Spacing
- ▶ Borders And Shading

Proofing A Document

- ▶ Spelling And Grammar
- ▶ The Thesaurus

Working With The Page

- ▶ Changing Page Margins
- ▶ Selecting Paper Size
- ▶ Page Orientation
- ▶ Headers And Footers
- ▶ Inserting Page Numbers
- ▶ Inserting Page Breaks



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