



Microsoft® Office Word 2003: Level 1

Course Description

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objective

You will create, edit, and enhance standard business documents using Microsoft® Office Word 2003.

Performance-Based Objectives

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.
- control a document's page setup and its overall appearance.

Course Content

Lesson 1: Creating a Basic Document

Topic 1A: The Word Environment

Topic 1B: Get Help Using Word

Topic 1C: Enter Text

Topic 1D: Save a New Document

Topic 1E: Preview a Document

Topic 1F: Print a Document

Lesson 2: Editing a Document

Topic 2A: Navigate in a Document

Topic 2B: Insert Text

Topic 2C: Select Text

Topic 2D: Create an AutoText Entry

Topic 2E: Move and Copy Text

Topic 2F: Delete Blocks of Text
Topic 2G: Undo Changes
Topic 2H: Find and Replace Text

Lesson 3: Formatting Text

Topic 3A: Change Font and Size
Topic 3B: Apply Font Styles and Effects
Topic 3C: Change Text Color
Topic 3D: Highlight Text
Topic 3E: Copy Formats
Topic 3F: Clear Formatting
Topic 3G: Find and Replace Text Formatting

Lesson 4: Formatting Paragraphs

Topic 4A: Set Tabs
Topic 4B: Change Paragraph Alignment
Topic 4C: Indent Paragraphs
Topic 4D: Add Borders and Shading
Topic 4E: Apply Styles
Topic 4F: Create Lists
Topic 4G: Change Spacing Between Paragraphs and Lines

Lesson 5: Proofing a Document

Topic 5A: Use the Thesaurus
Topic 5B: Check Spelling and Grammar
Topic 5C: Create a New Default Dictionary
Topic 5D: Check Word Count
Topic 5E: Modify a Document in Print Preview

Lesson 6: Adding Tables

Topic 6A: Create a Table
Topic 6B: Enter Data in a Table
Topic 6C: AutoFormat a Table
Topic 6D: Convert Text into a Table

Lesson 7: Inserting Graphic Elements

Topic 7A: Insert Symbols and Special Characters
Topic 7B: Insert a Clip Art Picture
Topic 7C: Add a Watermark

Lesson 8: Controlling Page Appearance

Topic 8A: Set Page Orientation

Topic 8B: Change Page Margins

Topic 8C: Apply a Page Border

Topic 8D: Add Headers and Footers

Topic 8E: Insert a Page Break

Appendix A: Microsoft Office Specialist Program