

## Word 2003 - Level 1

Days of Training: 1

### Overview

In this course, students will create, edit, and enhance standard business documents using Microsoft Office Word 2003. It is intended for persons with a basic understanding of Microsoft Windows who need to learn how to use Microsoft Office Word 2003 to create, edit, format, layout, and print standard business documents complete with tables and graphics.

### Prerequisites

- Windows Level 1

### At Course Completion

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.

### Lesson 1: Creating a Basic Document

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

### Lesson 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

### Lesson 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

### Lesson 4: Formatting Paragraphs

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

### Lesson 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

### Lesson 6: Adding Tables

- Create a Table
- Enter Data in a Table
- AutoFormat a Table
- Convert Text to a Table

### Lesson 7: Inserting Graphic Elements

- Insert Symbols and Special Characters
- Insert a Clip Art Picture
- Add a Watermark

### Lesson 8: Controlling Page Appearance

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

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