



Course Description

The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Office Word 2003. It is designed for computer users who are new to word processing, or who only plan to use Word occasionally.

Basic Skills Checklist

The following list summarizes skills that students should be comfortable with for this courseware.

- | | |
|--|--|
| <input type="checkbox"/> start and run Microsoft Office Word 2003 | <input type="checkbox"/> set margins |
| <input type="checkbox"/> use a mouse to select from menus, toolbars, prompts and screens | <input type="checkbox"/> control the flow of the text |
| <input type="checkbox"/> access the Help feature | <input type="checkbox"/> add automatic page numbering |
| <input type="checkbox"/> create and edit documents | <input type="checkbox"/> create numbered lists and bulleted lists |
| <input type="checkbox"/> save, open and close documents | <input type="checkbox"/> add special characters or symbols |
| <input type="checkbox"/> move efficiently within one document or multiple documents | <input type="checkbox"/> proofread and correct your documents |
| <input type="checkbox"/> change between different views and zoom levels | <input type="checkbox"/> use the Find and Replace feature |
| <input type="checkbox"/> preview and print documents | <input type="checkbox"/> understand file management techniques |
| <input type="checkbox"/> apply formatting to text and paragraphs | <input type="checkbox"/> create envelopes and labels |
| <input type="checkbox"/> move and copy text using the Office Clipboard task pane | <input type="checkbox"/> add borders to text and paragraphs |
| <input type="checkbox"/> set and adjust tabular columns | <input type="checkbox"/> compare and work with multiple versions of a document |
| | <input type="checkbox"/> send a document for review |

System Requirements

According to the Microsoft Office System User's Guide, you must have the following in place prior to using the program:

- a personal computer with a Pentium III or higher processor
- a hard disk drive with at least 245 Mb of free space, and a CD-ROM drive
- a minimum of 64 Mb RAM (add 8 Mb RAM for each additional program you may open in addition to this one)
- a monitor compatible with Windows and a SVGA graphics display adapter card or higher resolution capable of displaying minimum 256 colors
- Microsoft Windows 2000 Service Pack 3 or higher, or Microsoft Windows XP (recommended)
- a mouse or other pointing device compatible with Windows





Courseware Outline

About This Courseware

Courseware Conventions

- Using the Book
- Working with the Exercises

Courseware Objectives

- Basic Windows Skills Checklist

A Quick Review of Basics

- System Requirements
- Obtaining Support
- Settings for Word
- Starting Word

Moving Around

- Moving Around on the Screen

Getting Help

Exiting Word

Introducing Word

Objectives of Section 1

Overview

- What is Word Processing?
- What is Word?

Looking at the Screen

- Using the Word Menus
- Moving Around Dialog Boxes
- Using the Word Toolbars
- Identifying Screen Symbols
- Using Task Panes

Entering and Editing Text

- Moving Around in the Document

Managing Your Files

- Saving Documents
- Using Document Summaries
- Starting a New Document
- Switching Between Documents
- Saving in a Different Location
- Closing a Document
- Opening a Document
- Organizing Your Files

Apply Your Skills

Summary of Section 1

Questions and Review

Formatting Text

Objectives of Section 2

Selecting Text

- Using the Selection Bar
- Selecting Text in Different Areas

Editing Text

- Replacing Selected Text
- Using Undo
- Using Redo
- Using Repeat
- Using Cut, Copy and Paste
- Using the Clipboard
- Moving Text Using Drag-and-Drop

- Using the Paste Options Button

Formatting Characters

- Formatting with the Toolbar
- Formatting with the Font Command
- Highlighting Text
- Using the Format Painter
- Changing Text Case
- Changing the Character Spacing
- Hiding Text

Apply Your Skills

Summary of Section 2

Questions and Review

Formatting Paragraphs

Objectives of Section 3

Aligning Text

Setting Tabs

- Setting Tabs on the Ruler
- Setting Tabs with the Tabs Command

Indenting Paragraphs

- Setting Indents with the Paragraph Command
- Adjusting the Indents

Organizing List Information

- Customizing the Lists
- Adding Outline Numbering to Existing Text
- Creating Outlines

Setting the Line Spacing

Apply Your Skills

Summary of Section 3

Questions and Review

Formatting the Page Layout

Objectives of Section 4

Organizing Document Views

- Customizing the View
- Adjusting the Zoom
- Splitting Windows
- Arranging Panes

Changing the Paper Size

- Changing the Orientation
- Changing Margins
- Aligning Text Vertically

Controlling the Text Flow

- Inserting Line Breaks
- Inserting Page Breaks
- Hiding the White Space

Adding Borders and Shading

- Adding Borders
- Adding Shading

Apply Your Skills

Summary of Section 4

Questions and Review

Getting Ready to Print

Objectives of Section 5

Proofing Your Document

- Using AutoCorrect
- Checking the Spelling and Grammar

Using the Thesaurus

Searching for Information

- Finding Items in the Document
- Finding a Page in the Document

Using the Research Tool

Replacing Items

Using Time Savers

- Inserting the Date and Time
- Using AutoText
- Inserting Symbols and Special Characters

Printing Documents

- Previewing the Document
- Printing a Document

Creating Envelopes and Labels

- Creating Envelopes
- Creating Labels

Apply Your Skills

Summary of Section 5

Questions and Review

Adding Design Elements

Objectives of Section 6

Working with Section Breaks

Using Headers and Footers

- Inserting Page Numbers
- Creating Headers and Footers
- Alternating Headers and Footers

Formatting with Styles

- Creating Styles
- Applying Styles to Text
- Modifying Styles
- Deleting Styles
- Revealing the Formatting

Working with Columns

Apply Your Skills Exercises

Summary of Section 6

Questions and Review

Working with Tables

Objectives of Section 7

Using Tables

- Drawing a Table
- Inserting a Table
- Working with Text

Manipulating Items

- Selecting Items in the Table
- Adjusting the Width or Height
- Inserting & Deleting Rows/Columns
- Merging and Splitting Cells



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Formatting the Table

- Using AutoFormat
- Modifying the Borders and Shading

Converting Text to a Table

Apply Your Skills Exercises

Summary of Section 7

Questions and Review

Working with Objects

Objectives of Section 8

Inserting Pictures

- Inserting Clip Art Images
- Inserting Pictures from a File

Manipulating Pictures

- Sizing a Picture
- Changing the Properties for a Picture
- Moving a Picture

Working with Chart Objects

- Using a Datasheet
- Customizing Charts
- Changing the Chart Type

- Modifying Chart Objects

Creating Drawing Objects

- Drawing Lines or Rectangles
- Drawing Arrows
- Adding AutoShapes
- Inserting Text Boxes

Customizing Objects

- Enhancing Objects
- Arranging Objects

Drawing Diagrams

Apply Your Skills Exercises

Summary of Section 8

Questions and Review

Working with Others

Objectives of Section 9

Preparing for the Web

- Saving Documents as Web Pages
- Using Hyperlinks
- Viewing Web Documents

Sending a Word Document via E-Mail

- Sending a Document in the E-Mail

- Sending a Word Document as an Attachment

Reviewing Documents

- Comparing and Merging Documents

- Inserting Comments

- Tracking Revisions

- Sending a Document to Others for Review

Apply Your Skills Exercises

Summary of Section 9

Questions and Review

Appendices

Projects and Case Studies

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Microsoft Office Word 2003

Exam Objectives

