



MS Word 2003 Introduction A One Day Training Course

Course Aims:

This intensive course is designed to give an introduction to using Word.

As the latest product from the Microsoft stable, Word provides the same style of easy-to-use menus as the rest of the MS Office suite.

This entirely 'hands on' course will give participants a good understanding of text production, editing and printing including mail-merge, columns and tables.

Course Outline:

getting started

- starting word; word opening screen
- title & menu bars: toolbars
- task pane
- scroll bars; status bar; office assistant
- menus; speedkeys; dialogue boxes
- exiting word

getting assistance

- using the office assistant
- other ways of getting assistance
- manipulating the help window

creating documents

- creating a new document; entering text
- saving documents; saving files automatically
- closing a document on screen
- opening an existing document; deleting files

editing documents

- moving the insertion point; scrolling
- selecting text; insert & overtype
- typing replaces selection; deleting text

moving and copying text

- moving and copying text (cut/copy and paste)
- using "drag and drop"

working with paragraphs

- what are paragraphs?; aligning paragraphs
- line and paragraph spacing

indents, bullets and numbering

- indenting text, automatic bullets and numbering
- applying bullets and numbering to text

borders, lines and shading

- adding borders; removing borders and shading

spelling and typing error check

- automatic spell checking
- spell checking selected text or the whole document
- hiding spelling and grammar errors

document layout

- setting page margins
- landscape printing & paper size
- page breaks and numbering; headers and footers

viewing and printing documents

- document views, zoom
- print preview, printing

tables

- creating a table; moving the insertion point
- inserting, deleting and changing the width of columns and rows
- changing the alignment of a table and the text within
- table borders
- right mouse button shortcut menu

Target Audience:

Intending, new or recent users of MS Word 2003 who want to gain a good understanding of the software in a short space of time.

Assumed Knowledge:

A basic understanding of PCs, use of a keyboard and mouse plus knowledge of MS Windows 95/98/2000/XP is required, gained either by previous experience or by attendance on a course.