

Course ID

M-WORD03L1

Course Duration

1 day

Course Title

Microsoft Office Word 2003: Level 1

Related Courses

- Microsoft Office Word 2003: Level 2 (M-WORD03L2, 1 day)
- Microsoft Office Word 2003: Level 3 (M-WORD03L3, 1 day)

Aimed At

Those with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Word 2003 to create, edit, format, lay out, and print standard business documents complete with tables and graphics. This course will help you prepare for the Specialist certification in Microsoft® Word 2003.

Group Size

5-15

Prerequisites

This course assumes familiarity with personal computers, basic typing skills, facility with the mouse and keyboard, and working knowledge of the Microsoft® Windows 98 (or above) operating system that may be acquired by taking the appropriate Eogogics courses, e.g.:

- Microsoft Windows XP Professional: Level 1 (M-WINXPL1, 1 day)
- Microsoft Windows XP Professional: Level 2 (M-WINXPL2, 1 day)

Course in a Nutshell

In this course you will learn how to create, edit, and format a wide range of common business documents using Microsoft® Office Word 2003. We will also teach you how to enhance documents with tables and graphic elements.

This course is one of a series of courses aimed at helping you master the Microsoft Office Specialist (MOS) skill sets. MOS certification is a globally recognized standard for demonstrating expertise in specific Microsoft products. Certification candidates must pass one or more product proficiency examinations to earn Office Specialist certification.

Customize It!

Customize this course to your specific background and job requirements at little-to-no additional cost. We'll tailor the topics included in the course, the emphasis each topic receives, the pace of coverage, and the choice of hands-on exercises to suit your particular needs. If you have an interest in a particular area, let us know, so we can be sure to address it.

Learn How To

Upon successful completion of this course, you 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
Outline**

About the Office Specialist Program

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

Lab Requirements

Hardware Requirements: This course requires one computer for each student and one for the instructor. The computers should have the following minimum configuration:

- A 233 MHz Pentium-class processor if you use Windows XP Professional as your operating system; 300 MHz is recommended.
- A 133 MHz Pentium-class processor if you use Windows 2000 Professional as your operating system.
- 128 MB of RAM.
- A 6 GB hard disk or larger.
- A floppy disk drive.
- A mouse or other pointing device.
- An 800 x 600 resolution monitor.
- Network cards and cabling for local network access.
- Internet access (see your local network administrator).

- A printer (optional).
- A projection system to display the instructor's computer screen.

Platform and Software Requirements: Either Windows XP Professional with Service Pack 1, or Windows 2000 Professional with Service Pack 4.

How You Will Learn

- An experienced I/T professional will teach this class in workshop (interactive lecture/lab) format.
- Hands-on exercises will help you understand each topic and make a bridge from theory to application.
- The instructor will offer real-life examples, applications, and case studies to enrich the class and drive home the essential points.
- You'll learn dos and don'ts, both the tricks of the trade as well as the hidden pitfalls.
- The participant handbooks will provide you with a structure to which you can add information and insight provided in real-time, turning it into a valuable reference resource you can take back to your job.

Revised

July 30, 2006