

MICROSOFT WORD 2003**1 DAY**

This course is intended as an introduction to Microsoft Word 2003. Its aims are to explain all the introductory concepts needed to become a proficient user of the Word 2003 program. On completion of the course it is hoped that the attendees will have a good practical, working knowledge of the basics of Word and a sound fundamental basis on which to build the participants own knowledge of the program.

Unit 1 – Intro to Word

- Word Menus
- Function Keys
- Quick keys
- Main Elements of the Screen

Unit 2 – The Basics

- Creating a Document
- Saving
- Opening Existing Documents
- The Recent File List

Unit 3 – Selecting & Editing Text

- Cut, Copy & Paste
- Using the Spike
- Selection with the Mouse or Keyboard
- Find & Replace

Unit 4 – Formatting Text

- Fonts & Sizes
- Paragraph Formatting
- Alignment Options
- Indentation
- Bullets & Numbering
- Borders & Shading

Unit 5 – Tabs & Margins

- Setting Tabs
- Setting Tabs with the Ruler
- Setting Precision Tabs
- Different Tab Types
- Altering Defaults
- The Page Setup Command
- Setting Margins
- Headers & Footers

Unit 6 - The Tools Menu

- Spell Checking
- The Thesaurus
- Protecting the Document

Unit 7 – Printing

- Print Preview
- Printing Options
 - Orientation
 - Selecting Printers
 - Printing Ranges
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