

Microsoft Word 2003: Module I

What's in Word 2003: Module I?

This Course provides competency in using toolbars and menus, opening documents, moving through documents, closing documents, and using document views; creating documents and entering text, saving documents and working with document properties; selecting, editing, copying and moving text; inserting data and time fields, using automatic text features; previewing and printing documents, creating and printing envelopes and labels; formatting text using various tools and task panes, formatting paragraphs by changing alignment and spacing, using tabs and indents, adding borders and shading and creating the sorting lists; formatting document pages by setting margins, alignment and page orientation and adding borders backgrounds and themes; using Find and Replace; checking spelling and grammar and using research tools; and working with templates.

Introduction to Word

Starting Word and Exploring the Word Environment
Exploring Toolbars and Menus
Opening and Closing Documents
Moving through Documents
Viewing Documents
Quitting Word

Creating and saving Documents

Creating Documents
Saving Documents
Working with Document Properties

Editing Documents

PreAssessment Questions
Selecting Text
Editing Text
Using the Undo and Redo Features
Copying and Moving Text

Using Automatic Text Features

Overview of Automatic Text Features
Inserting Date and Time Fields
Using AutoComplete and AutoText
Using AutoCorrect

Printing Documents, Envelopes and Labels

Previewing and Printing Documents
Creating and Printing Envelopes and Labels

Formatting Text

Introduction to Formatting Text
Using the Formatting Toolbar
Using the Font Dialog Box
Using the Format Painter
Using the Files And Formatting Task Pane
Specifying the Format of Pasted Text
Highlighting Text

Formatting Paragraphs

Introduction to Formatting Paragraphs
Changing Paragraph Alignment
Changing Paragraph Spacing and Line Spacing
Using Tabs
Indenting Paragraphs
Applying Borders and Shading to Paragraphs
Creating Bulleted, Numbered, and Outlined Lists
Sorting List Data

Formatting Document Pages

Introduction to Formatting Document Pages
Setting Pages Margins
Aligning Text Vertically
Changing Page Orientation
Adding Page Borders
Using Document Backgrounds
Applying Themes to Documents

Using Find and Replace

Using the Find Feature
Using the Replace Feature
Using the Go To Feature

Checking Spelling and Grammar And Using Research Tools

Checking Spelling and Grammar
Using the Thesaurus Feature
Using the Research Task Pane

Working with Templates

Introduction to Working with Templates
Using BuiltIn Document Templates
Creating a Template
Deleting Document Templates