

Word 2003

Word Processing Fundamentals

Course Outline

Session	Content	Session	Content
1	Introducing Word 2002 <ul style="list-style-type: none"> • New document task pane • Enter text • Click and Type • Default tabs • Undo, Redo and Repeat • Save files • Open an existing document • Format text • Print preview and print 	5	Text Layout <ul style="list-style-type: none"> • Create and use Autocorrect • Autocorrect smart tags • Insert symbols • Use the Ask a Question box • Apply borders and shading • Page borders • Tabs
2	Working with Text <ul style="list-style-type: none"> • Insert text • Cut, Copy, Paste & Paste Special • Clipboard smart tags • Check spelling and grammar • Use the Thesaurus • Change Case • Character effects • Highlight text • Set character spacing • Styles and Formatting task pane 	6	Tables <ul style="list-style-type: none"> • Create and format tables • Typing and moving in a table • Rotate text in a table • Add borders and shading • Insert and delete rows and columns • Change column width • Change row height • Convert text to tables and tables to text
3	Working with Paragraphs <ul style="list-style-type: none"> • Paragraph alignment • Line and paragraph spacing • Bullets and numbering • Indents • Insert date and time • Format Painter • Reveal Formatting task pane 	7	Mail Merge <ul style="list-style-type: none"> • Mail Merge task pane • Create a main document and data source • Merge a main document and data source • Merge a document using alternate data source
4	Working with Documents <ul style="list-style-type: none"> • Document navigation • Set margins • Create headers & footers • Insert page numbers • Insert page breaks • Set paper size and orientation • Align text vertically • Insert line breaks 	8	Graphics and Revision <ul style="list-style-type: none"> • Create a folder • Rename, delete and print files • Insert Clip Art • Insert WordArt • Revision

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