

Word 2003

1 Day Introduction

Course Outline

Session	Content	Session	Content
1	<p>Word 2003 Basics</p> <ul style="list-style-type: none"> • Enter text • Click and Type • Undo, Redo and Repeat • Save files • Open an existing document • Spell Check and Thesaurus • Use Help • Print Preview and print <p>Working with Text</p> <ul style="list-style-type: none"> • Select text • Format characters • Change Case • Apply character effects • Set character spacing • Insert Symbols • Explain AutoCorrect • Format Painter • Use Find and Replace 	3	<p>Working with Documents</p> <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
2	<p>Working with Paragraphs</p> <ul style="list-style-type: none"> • Paragraph alignment • Line and paragraph spacing • Bullets and numbering • Indents • Shade text • Apply borders • Insert line breaks 	4	<p>Text Layout</p> <ul style="list-style-type: none"> • Use Default Tabs • Set user defined Tabs • Cut, Copy and Paste • Insert ClipArt <p>Tables</p> <ul style="list-style-type: none"> • Create and format tables • Typing and moving in a table • Change text direction in a table • Add borders and shading • Insert and delete rows and columns • Change column width • Change row height • Insert/delete columns and rows

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Canning College

Computing

Marquis Street, Bentley 6102
 Telephone: (08) 93515630
www.canningcollege.com