

WORD 2003: LEVEL 1

Available Dates: **Request Dates**

Class Length: **1 day**

Cost: **\$199**

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Class Outline:

Description:

This course teaches the basic functions and features of Word 2003. Students will learn how to create and edit documents, move and copy text, format characters and paragraphs, create and manage tables, control page layout, and use proofing tools. They'll also learn how to work with Word's integrated Web and e-mail features. This course is approved courseware for Microsoft Office Specialist certification.

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Unit 1 : Getting started

Topic A: Exploring the Word window

A-1: Starting Word and exploring the program window

Topic B: Creating and saving documents

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B-2: Entering text and displaying nonprinting characters

B-3: Saving a document by using the Save command

B-4: Saving a document in a new folder

B-5: Setting a Save AutoRecover time

B-6: Closing a document and closing Word

B-7: Renaming a folder

Topic C: Getting Help

C-1: Using the Type a question for help box

C-2: Using the Office Assistant

C-3: Using the Microsoft Word Help task pane

Unit 2 : Editing documents

Topic A: Opening and navigating in documents

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A-2: Using scrollbars to navigate in a document

A-3: Moving in a document

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A-5: Using the Select Browse Object button

A-6: Using Print Layout view

A-7: Using Reading Layout view

Topic B: Automated tasks

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B-2: Using the AutoCorrect Options button

B-3: Adding an entry to your AutoCorrect list

B-4: Using AutoText to enter standard text in a letter

B-5: Creating an AutoText entry

B-6: Using AutoFormat to format a document

B-7: Using Click and Type

Topic C: Editing text

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C-2: Inserting text in different modes

C-3: Inserting the date and time

Topic D: The Undo and Redo commands

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Unit 3 : Moving and copying text

Topic A: Selecting text

A-1: Using the mouse to select text

A-2: Using the keyboard to select text

A-3: Using the selection bar to select text

Topic B: Cutting, copying, and pasting text
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B-3: Copying text from one document to another
Topic C: Finding and replacing text
C-1: Searching for a word
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Unit 4 : Formatting characters and paragraphs

Topic A: Character formatting
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A-2: Using the Font dialog box
A-3: Applying character and text effects
A-4: Highlighting text
A-5: Repeating formatting in a document
A-6: Formatting multiple selections simultaneously
A-7: Using the Format Painter
A-8: Using the Reveal Formatting task pane
A-9: Applying character styles
Topic B: Using tabs
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B-3: Clearing and setting other types of tabs
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C-3: Adding bulleted and numbered lists
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D-2: Setting a hanging indent
D-3: Comparing new lines and paragraphs
D-4: Setting the space before and after a paragraph
D-5: Setting line spacing for a paragraph

Unit 5 : Creating and managing tables

Topic A: Creating tables
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Unit 6 : Controlling page layout

Topic A: Creating headers and footers
A-1: Exploring the header and footer areas
A-2: Adding information to headers and footers
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B-1: Using Print Layout view to adjust margins

B-2: Using the Page Setup dialog box to adjust margins
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C-1: Adding manual page breaks
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Unit 7 : Proofing and printing documents

Topic A: Checking spelling and grammar
A-1: Using the automatic spelling checker
A-2: Checking spelling manually
A-3: Checking grammar
A-4: Finding synonyms and antonyms
Topic B: Previewing and printing documents
B-1: Previewing a document
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Unit 8 : Web features

Topic A: Saving documents as Web pages
A-1: Previewing a document as a Web page
A-2: Saving a document as a Web page
A-3: Opening an HTML document in a browser
A-4: Opening an HTML document in Word
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Topic C: Mailing documents
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Appendix A : Instant messaging
Topic A: Sending and receiving instant messages

Appendix B : Alternative user input
Topic A: Speech recognition
Topic B: Handwriting recognition
Topic C: Working with Office Document Imaging

Appendix C : MOS exam objectives maps
Topic A: Core exam objectives
Topic B: Expert exam objectives

Objectives:

- Explain the Word environment; create, save, and close documents; and use the Help system.
- Control page layout by adding headers and footers, setting page margins, and inserting page breaks.
- Proof a document by using the Spelling and Grammar checks; and preview and print a document.
- Save a Word document as an HTML file; view the HTML file in a browser; insert hyperlinks in documents; and send Word documents via e-mail.