



Word 2003 Introduction Course Content

What is Word 2003?

Introduction
Starting Word 2003
The Word 2003 window
Mouse skills
The Word 2003 menu bar
The Word 2003 toolbars

Document Creation

Starting a new document
Changing the view
Entering text
Moving around a document
Spelling and grammar-checking a document
Saving a document
Saving an existing document with the same name
Saving an existing document with a different name
Closing a document
Opening documents
Print previewing a document
Printing a document
Print options

Editing a Document

The Show/Hide button
Selecting text
Inserting, replacing and deleting text
Inserting and deleting paragraphs
Using the Undo command

Text Formatting and Rearranging

The Formatting toolbar
Text enhancements
Paragraph alignment
The Format Painter
Cut, Copy and Paste

Practicals

Practical 1 – Typing and editing text
Practical 2 – Moving and copying text
Practical 3 – Formatting text

Paragraph Formatting

Setting line spacing
Indenting paragraphs
Numbered lists
Bulleted lists

AutoText and AutoCorrect

Introduction
Creating AutoText
Inserting AutoText
Deleting AutoText
Printing AutoText
AutoCorrect

Page Formatting

Setting the margins
Page breaks
Headers and footers
The Header and Footer toolbar

Clip Art and Drawing Tools

Inserting Clip Art
The Drawing toolbar
Drawing objects
Moving and sizing graphic items
Inserting WordArt

Changing the Tab Settings

The ruler bar
Using the default tabs
Setting tabs using the ruler bar
Setting tabs using the menu bar

Glossary

Terms
Keyboard shortcuts