

Primary Data

Training Course Specification

Course: Microsoft Word 2003 Level 2; Intermediate

Duration: One-Day

- COURSE OBJECTIVES:**
- Create and save documents for easy retrieval
 - Insert and delete text to edit a document
 - Move, copy, and replace text
 - Modify text for emphasis
 - Learn document and paragraph formatting
 - Set and remove tab stops to enhance document appearance
 - Use margins, indents, bullets, and numbering to change text layout
 - Create web pages and convert documents to web pages

WHO SHOULD ATTEND: Microsoft Word 2003 combines a powerful word processing application with the user-friendly atmosphere of Windows 2000. Training participants will learn the basics of creating, editing, and saving documents in our Fundamentals level class. They will learn to use Online Help and to modify and enhance character appearance. Participants will format text into tabular columns, create and manage tables, use error-checking tools, and control page layout with margins, indents, and page breaks.

EXPERIENCE NEEDED: Delegates should have an understanding of any of the following operating systems: Windows 2000 or above

SYSTEM REQUIREMENTS: Microsoft Word 2003 requires the following System Requirements:

Processor	Pentium 233 Mhz or higher processor; Pentium III recommended
Operating system	Microsoft Windows 2000 Service Pack 3 or later, or Windows XP or later (recommended)
Memory	64 MB RAM (minimum);128 MB RAM (recommended)

COURSE CONTENT

1: REVIEWING DOCUMENTS

Creating and Editing Documents
Correcting Documents
Performing a Spelling and Grammar Check
Using the Thesaurus
Using Autocorrect Options
Setting and Deleting AutoCorrect Exceptions
Hyphenating Documents
Inserting Special Hyphens
Using AutoText
Creating AutoText Entries
Inserting AutoText
Deleting AutoText Entries
Creating Outlines
Typing Outline Lists
Assigning and Removing Paragraph Outline Levels
Using the Document Map
File Search – To find a file
Insert a Comment
Insert a Picture from a file
Assignment

3: USING TABLES

Creating Tables
Typing Text into Tables
Editing and Formatting Text in Cells
Modifying Table Structures
Adjusting Row Height in a Table
Inserting, Deleting, and Moving Table Columns
Inserting, Deleting, and Moving Table Rows
Enhancing Tables
Merging Cells
Adding Table Borders
AutoFormatting and Applying Shading to a Table
Aligning Tables
Rotating Text in Tables
Convert text to a table or vice versa
Auto Fit in the Table
Assignment

APPENDIX A: Additional Features in Word 2003

THE OFFICE TASK PANES
SMART TAGS
OTHER NEW FEATURES RELEVANT TO WORD

2: DRAWING IN WORD

Creating Drawing Objects
Creating Lines and Shapes
Creating Text Boxes
Enhancing Drawing Objects
Applying Line Effects
Applying and Modifying 3-D Effects
Manipulating Drawing Objects
Sizing and Rotating Drawing Objects
Grouping and Ungrouping Drawing Objects
Placing Drawings within Document Text
Assignment

4: WORKING WITH COLUMNS

Creating and Editing Newspaper Columns
Selecting and Editing Column Text
Formatting Newspaper Columns
Forcing a New Column
Setting Text Flow Options
Inserting Nonbreaking Spaces
Change Case
Change a background
Drop Cap
Assignment