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Word 2003 - Level 1

Duration:

Instructor-led Classroom Learning - 1.00 Day(s)
Online Anytime - Self Paced
Mentored Learning - Flexible

Overview:

In this course, students will create, edit, and enhance standard business documents using Microsoft Office Word 2003.

Who Should Attend:

Persons with a basic understanding of Microsoft Windows who need to learn how to use Microsoft Office Word 2003 to create, edit, format, lay out, and print standard business documents complete with tables and graphics. This course is intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft Office Word 2003.

At Course Completion:

Upon successful completion of this course, students will be able to: - create a basic document. - edit documents by locating and modifying text. - format text. - format paragraphs. - use Word tools to make your documents more accurate. - add tables to a document. - add graphic elements to a document. - control a document's page setup and its overall appearance.

Prerequisite(s) or equivalent knowledge:

Windows XP (New Version) – Level 1
Windows XP (New Version) – Level 2

Outline:

Lesson 1: Creating a Basic Document

The Word Environment
Get Help Using Word
Enter Text
Save a New Document
Preview a Document
Print a Document

Lesson 2: Editing a Document



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Navigate in a Document
Insert Text
Select Text
Create an AutoText Entry
Move and Copy Text
Delete Blocks of Text
Undo Changes
Find and Replace Text

Lesson 3: Formatting Text

Change Font and Size
Apply Font Styles and Effects
Change Text Color
Highlight Text
Copy Formats
Clear Formatting
Find and Replace Text Formatting

Lesson 4: Formatting Paragraphs

Set Tabs
Change Paragraph Alignment
Indent Paragraphs
Add Borders and Shading
Apply Styles
Create Lists
Change Spacing Between Paragraphs and Lines

Lesson 5: Proofing a Document

Use the Thesaurus
Check Spelling and Grammar
Create a New Default Dictionary
Check Word Count
Modify a Document in Print Preview

Lesson 6: Adding Tables

Create a Table
Enter Data in a Table



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AutoFormat a Table
Convert Text to a Table

Lesson 7: Inserting Graphic Elements

Insert Symbols and Special Characters
Insert a Clip Art Picture
Add a Watermark

Lesson 8: Controlling Page Appearance

Set Page Orientation
Change Page Margins
Apply a Page Border
Add Headers and Footers
Insert a Page Break