



# Word 2003 Beginning

## Course Outline



<b>Course Synopsis:</b>	Getting Started with Document Basics – Creating & Saving Documents, Navigation in a Word Document, Help, Applying & Removing Character & Paragraph Formatting, Using Tabs and Modifying a Table Structure, Headers & Footers, Inserting Page Breaks, Using the Proofing Tools, Creating Envelopes & Labels
<b>Who Should Attend:</b>	Regardless of your industry, everyone can benefit from this informative and exciting class. New features will be discussed in great detail and hands-on exercises will give the student the ability to see the many features of Word 2003 in action.
<b>Prerequisites:</b>	Because of the amount of material we cover in class, we do require students to be comfortable using a mouse, opening and saving files, and the general operations of computers. While we will make every reasonable effort to help, students with insufficient skills may be required to observe the class lessons or do their best to keep up with without slowing down the rest of the class. We highly recommend working with the application tutorial before taking this class.
<b>What You Will Learn:</b>	Whether you are new to Word, upgrading from a previous release or need to obtain your MOS certification, this course takes you step-by-step through your mastery of Word. Like all of our courses, we provide the very best learning solution, delivered utilizing the very best technologies and the most competitive prices in the industry...and your satisfaction, as always, is guaranteed!
<b>Time:</b>	Class time is 9:00 a.m. - 4:00 p.m. Breaks are scheduled throughout the day and lunch is typically scheduled from 12-1. Students provide their own lunch.
<b>Location:</b>	401 Lewis Hargett Cir. Suite 120 Lexington, KY 40503
<b>Related Courses:</b>	
<b>Goals:</b>	Our philosophy is that training should be professionally delivered and fun. Spacious classrooms with individual workstations, break room, and friendly environment make for an enjoyable learning experience. Computer Training Solutions' instructor's have both the expertise in the software being taught and the experience in how to utilize the software to improve job performance and productivity. Our instructors maintain Microsoft certification in several products.
<b>Registration:</b>	You can register over the phone or online by emailing Rebecca Williams at  rebeccawilliams@cts-ky.com or 859-277-1771



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### COURSE MATERIALS

*COURSE MATERIALS ARE PROVIDED. OUR GOAL IS TO MAKE SURE YOUR CLASS MEETS YOUR OBJECTIVES, NOT OURS. THEREFORE, ALL OF OUR OUTLINES ARE TREATED AS GUIDES TO HELP STEER THE WORKSHOP. WE MAY CHANGE OR ALTER COURSE TOPICS TO BEST SUIT THE CLASSROOM SITUATION.*

#### The Fundamentals

- Starting Word
- What's New in Word 2003?
- Understanding the Word Screen
- Using Menus
- Using Toolbars and Creating a New Document
- Filling Out Dialogue Boxes
- Keystroke and Right Mouse Button Shortcuts
- Closing a Document, Creating a New Document, and Entering Text
- Inserting and Deleting Text
- Selecting and Replacing Text
- Opening a Document
- Saving a Document
- Getting Help
- Changing the Office Assistant and Using the "What's This" Button
- Printing and Previewing a Document and Exiting Word

#### Working with and Editing Text

- Saving a Document with a Different Name
- Navigating Through a Document
- Viewing a Document
- Working with Multiple Documents and Windows
- Cutting and Pasting Text
- Copying and Pasting Text and comparing Documents Side by Side
- Moving and Copying Text with Drag and Drop
- Finding and Replacing Text
- Collecting and Pasting Multiple Items
- Correcting your Spelling and Grammar
- Understanding Smart Tags
- Using Thesaurus, Word Count, and Research Pane
- Inserting Symbols and Special Characters
- Using Undo, Redo, and Repeat
- Using Click and Type
- File Management
- Advanced Printing Options
- Recovering Your Documents

#### Formatting Characters and Paragraphs

- Formatting Characters using the Toolbar
- Using the Format Painter
- Using the Font Dialogue Box
- Changing Paragraph Alignment
- Indenting Paragraphs
- Special Indents
- Setting Tab Stops with the Ruler
- Adjusting and Removing Tabs, and Using the Tabs Dialogue Box
- Formatting Paragraph Line Spacing
- Formatting Spacing Between Paragraphs
- Creating Bulleted and Numbered Lists
- Adding Borders to Your Paragraphs
- Adding Shading and Patterns

#### Formatting Page

- Adjusting Margins
- Creating Headers and Footers
- Changing the Paper Orientation and Size
- Previewing a Document
- Controlling Where the Page Breaks
- Working with Section Breaks and Multiple Page Formats
- Creating and Working with Envelopes
- Arranging Text in Multiple Columns