

Microsoft Word 2003 Module 1

General Description	The skills and knowledge covered in this publication are sufficient to create real-world documents including letters, memos, faxes, basic flyers, basic newsletters, and the like.
Learning Outcomes	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none">• find your way around the Microsoft Word 2003 screen• open, save and close documents and understand how documents are presented on the screen• create a new document• select and work with text in a document• format text in a document• use the various page settings in Word• manage documents efficiently• create and use tabs stops and leaders• create tables of figures and text• create the documents required for a merge, perform a merge and create mailing labels• insert a picture into a document, and move, resize and crop pictures• create new drawings, and resize, move, group, duplicate, and move drawing objects• create numerous business documents• access and use the help system and work safely with your computer.
Target Audience	This publication is primarily designed for people who need to know how to use Microsoft Word 2003 to create a range of documents such as letters, memos, faxes, and reports. It is ideal for people who work in offices, for clubs or charities where there is a requirement to produce reports, tabularised numbers and the like.
Prerequisites	This publication assumes no prior knowledge of Microsoft Word 2003. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system as you will be required to start applications, work with and copy files, and locate file folders.
Pages and Duration*	144 pages, 14 - 16 hours (or 2 training days)
Course Disk	Student files for this publication can be downloaded free of charge from our website at www.watsoniapublishing.com . Follow the student file links on the home page. The product code required to download these student files is INF401.
Methodology	The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com . <i>Microsoft Word 2003 Module 1</i> is part of the following series of publications: <ul style="list-style-type: none">• INF401 <i>Microsoft Word 2003 Module 1</i> (ISBN 1 74007 621 4)• INF402 <i>Microsoft Word 2003 Module 2</i> (ISBN 1 74007 622 2)

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, February 20, 2004 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



Microsoft Word 2003

Module 1

Contents

Word 2003 Orientation

1. Starting Word
2. The Word 2003 Screen
3. Using Menu Commands
4. Using Keyboard Shortcuts
5. Using The Toolbars
6. Using ShortCut Menus
7. Using The Ruler
8. The Status Bar
9. Exiting Word

Working With A Document

1. Opening A Document
2. Navigating With The Keyboard
3. Scrolling Through A Document
4. Document Views
5. Page Zooming
6. Simple Editing
7. Formatting Marks
8. Saving A Document
9. Print Preview
10. Printing A Document
11. Closing A Document

Creating A Document

1. Creating A Blank Document
2. Typing Text
3. Typing Numbers
4. Inserting A Date
5. Spelling And Grammar Checking
6. Saving A New Document
7. Creating A Document Based On A Template

Working With Text

1. Selecting Text Using The Mouse
2. Selecting Text Using The Keyboard
3. Insert And Overtyping Modes
4. Deleting Text
5. Cutting And Pasting
6. Copying And Pasting
7. Find And Replace
8. Using Undo
9. Inserting Symbols

Formatting Text

1. Formatting Essentials
2. Toolbar Formatting
3. Quick Alignment
4. Instant Bullets
5. Instant Numbers
6. Increase Indent
7. Decrease Indent
8. Quick Fonts
9. Changing The Text Colour
10. Using The Format Painter
11. Paragraph Spacing
12. Line Spacing

Working With The Page

1. Page Margins
2. Selecting Paper Size
3. Page Orientation
4. Headers And Footers
5. Formatting Headers And Footers
6. Inserting Page Numbers
7. Inserting Page Breaks

Managing Documents

1. Opening Multiple Documents
2. Working With Multiple Documents
3. Saving A Document Under A Different Name
4. Saving A Document To Another Location
5. Renaming A Document

Working With Tabs

1. Using Default Tabs
2. Setting Tabs On The Ruler
3. Modifying Tabs On The Ruler
4. Using The Tabs Dialog Box
5. Tab Leaders

Creating Tables

1. Creating A Table
2. Adding Data To A Table
3. Inserting Columns And Rows
4. Deleting Columns And Rows
5. Changing Column Widths
6. Shading And Colouring Cells
7. Modifying Borders
8. AutoFormatting A Table

Merging

1. The 6 Step Merge Process
2. Selecting The Starting Document
3. Selecting Recipients
4. Writing The Letter
5. Previewing The Merge
6. Performing The Merge
7. Printing A Single Label
8. Creating A Mailing Label Main Document

Working With Pictures

1. Inserting A Picture
2. Moving A Picture
3. Resizing A Picture
4. Cropping A Picture

Working With Drawings

1. The Drawing Toolbar
2. Creating Drawing Objects
3. Working With Drawing Objects
4. Duplicating Drawing Objects
5. Drawing Freehand
6. Formatting And Colouring Objects

Creating Everyday Documents

1. Rules for Business Letters
2. Letter Layout Suggestions
3. Creating A Business Letter
4. Creating A Confidential Letter
5. Creating A Personal Letter
6. Creating A Letter To The Editor
7. Creating A Memorandum
8. Creating A Facsimile

General Computer Usage

1. The Help Task Pane
2. Searching For General Help
3. Searching For Specific Help
4. Understanding A Help Window
5. Disabling Online Content
6. Enabling Online Content
7. Screen Tips And Dialog Box Help
8. Setting Up An Ergonomic Workstation
9. Breaks And Exercises
10. Backup Procedures
11. Managing File Folders In Word 2003

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