



Roade IT Training

The Roade to Successful IT Training

Specialists in Microsoft Office & All Corporate Computer Training

Course Outline

Microsoft Word 2003 Introduction Level

Overview

The skills and knowledge gained on this course are sufficient to create real-world documents including letters, memos, faxes, basic flyers, basic newsletters, and the like

Target Audience

This course 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.

Objectives

At the completion of this course participants will be able to:

- 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
- change the appearance of text using formatting features
- create and use tabs stops and leaders
- create tables of figures and text
- access and use the help system
- work safely with your computer.

Prerequisites

This course 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.

Course Duration

This course outline is an example of a typical 1 day course; we would like to meet with you for a no-obligation chat to discuss how we can best format the course to suit your needs.

Course Cost

From £300. Manuals to accompany the course are available at £35 each
Prices vary please contact us for a quote to suit your budget.

Versions Offered:

Microsoft Office 97, 2000, XP & 2003

Roade IT Training

info@roadetraining.co.uk www.roadetraining.co.uk
23 Abbots Way, Roade, Northamptonshire, NN7 2LY

07709 336 819



Course Contents

- 1 Word 2003 Orientation**
 - a) Starting Word 2003
 - b) The Word 2003 Screen
 - c) Using Menu Commands
 - d) Using Keyboard Shortcuts
 - e) Using The Toolbars
 - f) Using Shortcut Menus
 - g) Using The Ruler
 - h) The Status Bar
 - i) Exiting Word
- 2 Working With A Document**
 - a) Opening A Document
 - b) Navigating With The Keyboard
 - c) Scrolling Through A Document
 - d) Document Views
 - e) Page Zooming
 - f) Simple Editing
 - g) Formatting Marks
 - h) Saving A Document
 - i) Print Preview
 - j) Printing A Document
 - k) Closing A Document
- 3 Creating A Document**
 - a) Creating A Blank Document
 - b) Typing Text
 - c) Typing Numbers
 - d) Inserting A Date
 - e) Spelling And Grammar Checking
 - f) Saving A New Document
 - g) Creating A Document Based On A Template
- 4 Working With Text**
 - a) Selecting Text Using The Mouse
 - b) Selecting Text Using The Keyboard
 - c) Insert And Overtyping Modes
 - d) Deleting Text
 - e) Cutting And Pasting
 - f) Copying And Pasting
 - g) Find And Replace
 - h) Using Undo
 - i) Inserting Symbols
- 5 Formatting Text**
 - a) Formatting Essentials
 - b) Toolbar Formatting
 - c) Quick Alignment
 - d) Instant Bullets
 - e) Instant Numbers
 - f) Increase Indent
 - g) Decrease Indent
 - h) Quick Fonts
 - i) Changing The Text Colour
 - j) Using The Format Painter
 - k) Paragraph Spacing
 - l) Line Spacing
- 6 Working With Tabs**
 - a) Using Default Tabs
 - b) Setting Tabs On The Ruler
 - c) Modifying Tabs On The Ruler
 - d) Using The Tabs Dialog Box
 - e) Tab Leaders
- 7 Creating Tables**
 - a) Creating A Table
 - b) Adding Data To A Table
 - c) Inserting Columns And Rows
 - d) Deleting Columns And Rows
 - e) Changing Column Widths
 - f) Shading And Colouring Cells
 - g) Modifying Borders
 - h) AutoFormatting A Table
- 8 Getting Help**
 - a) Printed Help Sources
 - b) The Help Task Pane
 - c) Searching For General Help
 - d) Searching For Specific Help
 - e) Understanding A Help Window
 - f) Disabling Online Content
 - g) Enabling Online Content
 - h) Displaying And Using The Office Assistant
 - i) Customising The Office Assistant
 - j) Disabling The Office Assistant
 - k) Screen Tips And Dialog Box Help