



Word 2003 Introduction

Prerequisites

Knowledge of the appropriate Windows operating system. Must be familiar with the mouse, menus, dialog boxes, scroll bars, the Start menu and the taskbar. Proficiency with minimizing, maximizing and restoring windows is required.

Duration 1 day(s)

Getting Started

- Starting Word
- Understanding the Display Screen
- Using Personalized Menus
- Using Personalized Toolbars
- Changing Menu and Toolbar Options
- Using Task Panes
- Opening a Document
- Managing Open Documents
- Using Smart Tags
- Using Word Help

Working with Text

- Positioning the Insertion Point
- Selecting Text
- Inserting, Replacing, and Deleting Text
- Changing Character Attributes
- Using AutoCorrect
- Using AutoComplete

Working with Documents

- Creating a Document
- Saving a Document
- Closing a Document
- Exiting Word

Revising Documents

- Copying and Moving Text
- Using the Office Clipboard
- Using Undo and Redo
- Using Repeat

Using Document Tools

- Checking Spelling and Grammar
- Using Spelling and Grammar Shortcut Menus
- Using the Thesaurus

Formatting Paragraphs

- Changing the Line Spacing
- Aligning Text
- Indenting Text
- Setting Tabs

Working with Pages and Views

- Working with Views
- Inserting Page Breaks
- Using Click and Type
- Changing Margins
- Creating Page Numbers

Printing Documents

- Using Print Preview
- Printing a Document
- Creating and Printing Envelopes