



Microsoft Word 2003 Level 1

COURSE OUTLINE

<p>Course Duration:</p> <p>1 Day</p> <p>Prerequisites:</p> <p>Windows 2000: Basic or equivalent experience</p> <p>Course Overview:</p> <p>After completing this course, students will know how to:</p> <p>Explain the Word environment; create, save, and close documents; and use the Help system.</p> <p>Navigate in a document; use some of Word's automated tasks; use basic editing techniques; and use the Undo and Redo commands.</p> <p>Select text; copy and move Change the appearance of a document by applying character formats, by setting tabs, by aligning paragraphs and creating lists, and by setting paragraph indents and line spacing.</p> <p>Create, edit, and change the structure of tables in Word documents.</p>	<p>Control page layout by adding headers and footers, setting page margins, and inserting page breaks.</p> <p>Proof a document by using the Spelling and Grammar checks; and preview and print a document.</p> <p>Save a Word document as an HTML file; view the HTML file in a browser; insert hyperlinks in documents; and send Word documents via e-mail.</p> <p>Outline:</p> <p>Getting started</p> <p>Exploring the Word window</p> <p>Creating and saving documents</p> <p>Getting Help</p> <p>Editing documents</p> <p>Opening and navigating in documents</p> <p>Automated tasks</p> <p>Editing text</p> <p>The Undo and Redo commands</p> <p>Moving and copying text</p> <p>Selecting text</p> <p>Cutting, copying, and pasting text</p> <p>Finding and replacing text</p> <p>Formatting characters and paragraphs</p> <p>Character formatting</p> <p>Using tabs</p> <p>Paragraph formatting</p> <p>Advanced paragraph formatting</p>	<p>Creating and managing tables</p> <p>Creating tables</p> <p>Working with tables</p> <p>Modifying tables</p> <p>Controlling page layout</p> <p>Creating headers and footers</p> <p>Working with margins</p> <p>Working with page breaks</p> <p>Proofing and printing documents</p> <p>Checking spelling and grammar</p> <p>Previewing and printing documents</p> <p>Web features</p> <p>Saving documents as Web pages</p> <p>Working with hyperlinks</p> <p>Emailing documents</p> <p>Appendix A: Instant messaging</p> <p>Sending and receiving instant messages</p> <p>Appendix B: Alternative user input</p> <p>Speech recognition</p> <p>Handwriting recognition</p> <p>Working with Office Document Imaging</p> <p>Appendix C: Microsoft Office Specialist exam objectives maps</p> <p>Specialist exam objectives</p> <p>Expert exam objectives</p>
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