



Central IT Training

Word 2003 Fast Track Introduction

Course Duration 1 Day 9:30am to 4:30pm

Overview

This course is designed to give you a good basic knowledge of Word enabling you to create and edit Word documents.

Minimum Requirements

Delegates should have some knowledge of Word, be able to keep up with a fast pace of learning, have a basic knowledge of Windows, and be able to use the keyboard and mouse.

Course Contents

The Basics

- The Word Screen
- Creating New Documents
- Moving Between Documents
- Entering Text
- Lines and Paragraphs
- Navigating and Selecting Text
- AutoText and AutoCorrect

Formatting

- Formatting Text
- Formatting Paragraphs
- Hyphenation and Line Numbering
- Borders and Shading
- Using Tabs
- Paragraph Numbering
- Customising Numbered Lists
- Paragraph Bullets
- Customising Bulleted Lists

Editing

- Editing and Deleting Text
- Cut, Copy and Paste
- Copying Text
- Drag and Drop Text
- Changing Text Case
- Inserting Page Breaks
- Undo and Redo

Document Settings and Tools

- Margins
- Paper size and Orientation
- Vertical Alignment
- Checking Spelling
- Checking Grammar
- Using the Thesaurus
- Printing a Document

Drawing Tools

- Inserting ClipArt
- Inserting Pictures from File
- Inserting Objects
- Formatting Objects
- Resizing Drawings
- Moving Drawings
- Grouping Drawings
- Rotating and Flipping
- Deleting Drawings

Folders and Filing

- Saving Documents
- Opening and Closing Documents
- Deleting Documents
- Locating Folders
- Creating Folders
- Moving and Copying Files
- Finding Files