



# Central IT Training

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## Word 2003 Introduction

**Course Duration**            2 Days            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 a basic knowledge of Windows.

## 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