

# MS Word 2003

## Introduction

*This One day workshop has been designed for those who want to quickly become productive with this powerful word processing program*

### Learning Outcomes

By the end of this course students will be able to Produce and Store a Document, Retrieve and Edit text, apply Formatting features, Add Bullets and Numbering, Print and Manipulate the Page Layout and much more...

### Prerequisites

This course is designed for students with little or no knowledge of Microsoft Word 2003. Basic computer awareness, keyboard and mouse skills are preferred.

### Course Contents

- Getting Started
- Basic Features
- Formatting Text
- Page Formatting
- Customising Word and Using Help

### Getting Started

- Start and use Word 2003
- Work with toolbars and Menus
- Use the New Task Pane
- Add text to your document
- Save, close and open documents
- Work with Multiple Documents
- Exit Word 2003

### Basic Features

- Move through documents
- Work with different views
- Select and edit text
- Move and Copy Text
- Work with the Clipboard
- Use the spell checker and grammar functions
- Use the thesaurus
- Understand hyphenation
- Print a document

### Formatting

- Change Text using different Formatting features
- Work with Fonts
- Change Paragraph Formatting
- Use Indenting
- Adjust Line Spacing
- Create Bullets and Numbering points
- Add Borders and Shading to documents
- Learn how to use tabs effectively

### Page Formatting

- Change the document using print layout
- Set Margins
- Change Page Orientation
- Print a Document
- Use Page Breaks

### Customising Word

- Customise Word 2003 settings
- Using the On-Line Help system
- Working with the Office Assistant
- Creating a custom toolbar
- Adding buttons to a toolbar

