



Software Learning Centers
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A Division of Moore Solutions inc

Microsoft® Office Word 2003: Level 1

Course Specifications

Course number: 084360

Software: Microsoft® Office Word 2003

Course length: 1.0 day(s)

Certification: Microsoft Office Specialist: Microsoft® Word 2003

Course Description

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2003.

Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a basic document.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- use Word tools to make your documents more accurate.
- add tables to a document.
- add graphic elements to a document.
- control a document's page setup and its overall appearance.

Course Content

Lesson 1: Creating a Basic Document

Topic 1A: The Word Environment

Topic 1B: Get Help Using Word

Topic 1C: Enter Text

Topic 1D: Save a New Document

Topic 1E: Preview a Document

Topic 1F: Print a Document

Lesson 2: Editing a Document

Topic 2A: Navigate in a Document

Topic 2B: Insert Text

Topic 2C: Select Text

Topic 2D: Create an AutoText Entry

Topic 2E: Move and Copy Text

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- Topic 2F: Delete Blocks of Text
- Topic 2G: Undo Changes
- Topic 2H: Find and Replace Text

Lesson 3: Formatting Text

- Topic 3A: Change Font and Size
- Topic 3B: Apply Font Styles and Effects
- Topic 3C: Change Text Color
- Topic 3D: Highlight Text
- Topic 3E: Copy Formats
- Topic 3F: Clear Formatting
- Topic 3G: Find and Replace Text Formatting

Lesson 4: Formatting Paragraphs

- Topic 4A: Set Tabs
- Topic 4B: Change Paragraph Alignment
- Topic 4C: Indent Paragraphs
- Topic 4D: Add Borders and Shading
- Topic 4E: Apply Styles
- Topic 4F: Create Lists
- Topic 4G: Change Spacing Between Paragraphs and Lines

Lesson 5: Proofing a Document

- Topic 5A: Use the Thesaurus
- Topic 5B: Check Spelling and Grammar
- Topic 5C: Create a New Default Dictionary
- Topic 5D: Check Word Count
- Topic 5E: Modify a Document in Print Preview

Lesson 6: Adding Tables

- Topic 6A: Create a Table
- Topic 6B: Enter Data in a Table
- Topic 6C: AutoFormat a Table
- Topic 6D: Convert Text into a Table

Lesson 7: Inserting Graphic Elements

- Topic 7A: Insert Symbols and Special Characters
- Topic 7B: Insert a Clip Art Picture
- Topic 7C: Add a Watermark

Lesson 8: Controlling Page Appearance

- Topic 8A: Set Page Orientation
- Topic 8B: Change Page Margins
- Topic 8C: Apply a Page Border
- Topic 8D: Add Headers and Footers
- Topic 8E: Insert a Page Break

Appendix A: Microsoft Office Specialist Program

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