



## Microsoft Office Word 2003: Level 1

### Course Specifications

Course length: 1 day, 8:30 am – 4:30 pm with an hour break for lunch

Standard rate: \$160/student, call (406) 256-5700 for group discounts and Entré Partner pricing

### 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.

**Target Student:** Persons with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Word 2003 to create, edit, format, lay out, and print standard business documents complete with tables and graphics. This course is intended for persons interested in pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.

**Prerequisites:** This course assumes that you are familiar with using personal computers and have used a mouse and keyboard (basic typing skills are recommended). You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. One of the following courses or equivalent knowledge is required:

- Windows XP Professional: Level 1
- Windows XP Professional: Level 2
- Windows XP: Introduction
- Windows 2000: Introduction

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Certification

Microsoft Word 2003: Level 1 is one of a series of Element K courseware titles that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

### 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
- 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**