



Microsoft Word 2003 Introduction

EXPLORING WORD

- Starting & Exiting Word
- Working with Word Windows
- Using Menu Commands
- Displaying & Hiding Toolbars
- Displaying Hidden Toolbar Buttons
- Moving & Resizing Toolbars
- Changing Menu & Toolbar Options
- Using the Task Pane

USING BASIC DOCUMENT SKILLS

- Entering Text into a Document
- Saving & Closing a Document
- Creating a New Document
- Opening an Existing Document
- Scrolling using the Mouse
- Moving using the Keyboard
- Using Insert & Overtyping Mode
- Creating a New Folder
- Renaming an Existing Document

WORKING WITH DOCUMENT VIEWS

- Switching Document Views
- Changing Document Magnification
- Using Full-screen View
- Displaying/Hiding the Rulers
- Viewing/Hiding the Formatting Marks
- Opening Multiple Documents
- Switching between Documents

USING BASIC TEXT EDITING

- Selecting, Deleting & Replacing Text
- Cutting/Copying & Pasting Text
- Using the Paste Options Button
- Using the Clipboard Task Pane
- Changing Office Clipboard Options
- Sharing the Office Clipboard
- Using Drag-&-Drop Editing
- Using Undo & Redo

USING THE OFFICE ASSISTANT

- Displaying/Hiding the Office Assistant
- Using the Office Assistant
- Finding an Answer
- Changing Office Assistant Options
- Using Ask a Question

CHECKING SPELLING & GRAMMAR

- Checking Spelling/Grammar as You Type
- Adding to the Custom Dictionary
- Disabling Spelling & Grammar Options
- Running the Spelling Checker
- Running the Grammar Checker
- Selecting Grammar & Style Options

USING CHARACTER FORMATTING

- Formatting Characters
- Modifying the Font & Font Size
- Using Bold, Italics & Underlining
- Using Text & Animation Effects
- Highlighting Text
- Applying Formats with the Task Pane
- Copying Character Formatting
- Changing Character Case

USING PARAGRAPH FORMATTING

- Formatting Paragraphs
- Aligning Paragraphs
- Using Click & Type to Align Text
- Modifying Paragraph Spacing
- Revealing Formatting
- Modifying Line Spacing
- Copying Paragraph Formats

PRINTING

- Previewing a Document
- Using Web Page Preview
- Printing the Current Document
- Printing the Current Page
- Printing Multiple Copies
- Printing Envelopes & Labels

USING DOCUMENT FORMATTING

- Formatting Documents
- Inserting a Manual Page Break
- Removing a Manual Page Break
- Changing Page Orientation & Paper Size
- Changing the Document Margins
- Changing the Vertical Alignment