

LEARNING OUTCOMES

By the end of this course participants will be able to:

- * Produce and store a document
- * Access and retrieve data for editing
- * Edit simple text to a required format and layout
- * Organise and maintain text in a table
- * Produce complex documents to a required format and layout
- * Create a standard document using an existing template

PREREQUISITES

It is recommended that participants have basic experience with the underlying operating system, i.e. an ability to navigate the environment using a mouse and keyboard plus an understanding of computer file storage.

CUSTOMISATION

In addition to our standard courseware, we can adapt course content and flow to your specifications.

COURSE OUTLINE

WORD 2003

- * Start and use Word 2003
- * Create a new Document
- * Opening and Saving documents
- * Closing documents
- * Exiting Word 2003

WORD 2003 INTERFACE

- * Working with toolbars
- * Using the Office Assistant
- * Working with the Task Pane
- * Copy and Paste
- * Using the Undo function

FORMATTING

- * Using Basic Formatting
- * Selecting Fonts and sizes
- * Font styles, underlining, colour and text effects
- * Character spacing
- * Animating text
- * Modifying paragraph alignment
- * Using indentation and tabs
- * Paragraph spacing

PRODUCTION

- * Working with sections
- * Margins and Page Orientation
- * Working with multiple pages
- * Headers And Footers
- * Using Bullets and Numbered Lists
- * Create custom bullets and lists
- * Applying Borders And Shading

EDITS

- * Using Cut, Copy and Paste
- * Working with the Clipboard
- * Using the Undo function

FIND REPLACE AND GO TO

- * Finding Text
- * Highlighting items in a document
- * Replacing Text
- * Searching for specific text
- * Go To

PRINT

- * Using Print Preview
- * Printing Odd or Even Pages
- * Selecting the number of copies
- * Selecting pages to print
- * Inserting Page Breaks
- * Modifying the margins
- * Page Setup
- * Previewing a document

TEMPLATES AND STYLES

- * Using Templates
- * Access Templates in the library and online
- * Creating a template
- * Modifying a template
- * Working with Styles
- * Creating a paragraph style
- * Modifying styles
- * Organising and copying styles

TABLES

- * Insert a table
- * Merge and split cells
- * Sorting Data
- * Calculating in a table
- * Creating a chart based on a table
- * Excel Tables
- * Linking to data in Excel

GRAPHICS

- * Using graphics
- * Inserting Clip Art
- * Adding an AutoShape
- * Inserting WordArt
- * Inserting an Organisation Chart

TEXT

- * Inserting Text
- * Using Columns
- * Wrapping text around graphics
- * Deleting blocks of text
- * Moving text
- * Text Formatting

ENVELOPES AND LABELS

- * Creating Envelopes
- * Using the Delivery Address field
- * Using the Return Address field
- * Creating Labels
- * Creating custom labels

WEB PAGE CREATION

- * Creating a Standard Web Page
- * Using the Web Tools toolbar
- * Web Page Templates
- * Saving a Web Document
- * Previewing in a Browser
- * Creating Hyperlinks
- * Applying a Theme

MANAGING DOCUMENTS

- * Reviewing a document
- * Using Comments in a document