

## *MS Word 2003-Basic*

### **Learning outcomes:**

At the end of the course the participant will

- ✓ Understand a Word Processor
- ✓ Create, Edit and Format documents
- ✓ Work with Tables, Import and Export data between Files
- ✓ Proofing a Document
- ✓ Save, Protect and Print documents

### **Course Contents**

- Introduction
- What is a Word Processor
- Benefits and Advantages
- Applications of a Word Processor
- Working with a Word Processor
- Creating a Document
- Opening and Saving a File
- Edit a Word Document using Cut, Copy, Paste
- Using the Formatting Features like Modify Font, Paragraph Alignment,
- Indenting and Line Spacing, Drop Cap, Tabs, Bullets and Numbering
- Create Page Breaks , Headers and Footers
- Use Text and Language Tools such as Auto Correct, Auto Text, Change Case
- Spelling & Grammar, Thesaurus, Find & Replace Text
- Work with Tables - Create and Modify, Format, Add Calculations
- Importing and Exporting data between files
- Working with different parts of the document simultaneously using Split Windows, Arrange Windows
- Printing a Document - Using the Print Options, Print Preview, Page Setup