

ONE DAY COURSE OUTLINE

WORD 2002/2003 BASIC

Prerequisites: Basic keyboard skills and computer knowledge (including how to navigate through a folder structure).

Word Essentials

- Parts of the Screen
- Working with Menus and Toolbars
- Viewing and Hiding Screen Elements
- Closing Word

Creating Documents

- Creating a New Document
- Save and Save As
- Rules for Naming a Document
- Open a Document
- Typing and Word Wrap

Editing a Document

- Moving through a document
- Inserting and Deleting Text
- Undoing Actions
- Inserting Symbols
- Finding and Replacing Text
- Copying and Pasting Text
- Cutting and Pasting Text
- Pasting between Documents
- Pasting Multiple Entries

Text Formatting

- Selecting and Deselecting Text
- Text Attributes
- Changing the Font and Size
- Using Format Painter

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Paragraph Formatting

- Spacing between Lines and Paragraphs
- Indenting Text
- Aligning Text

Tabs, Bullets and Numbering

- Default Tab settings
- Setting new Tab Stops
- Modifying or Deleting Tab Stops
- Create simple Bulleted and Numbered Lists

Document Proofing

- Using the Spell Check
- Spell Check a Single Word
- Using the Thesaurus

Creating Tables

- Inserting Tables
- Modifying Tables

Printing

- Print Preview
 - Quick Print vs Print Menu
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