



This class is for anyone who desires to use Word 2003 and has some experience with the Windows environment.

Word 2003 Introduction will provide you with the basics to understand the Word application and to produce professional quality documents. In this class, you will create, save and print a document. You will learn several revision techniques as well as shortcuts that will speed up typing and increase accuracy. In addition to making changes and corrections, you will learn to enhance the appearance of documents by using formatting features such as font styles, text alignment and margin adjustments.

Even if you have experience with word processing programs, you should still enroll in the Introduction to Word 2003 class. Although you can produce similar documents in most word processing programs, each program has its own vocabulary and operating strategy.

Microsoft Office Word 2003 Introduction is a four-hour class.

## PREREQUISITES

- Introduction to Windows or Equivalent Experience

## CONTENT

- Activate Microsoft Office Word 2003
- Understand Word 2003 window components
- Type and spell check a document
- Save, view, print and close a document
- Create envelopes and labels
- Use AutoCorrect to correct common typing errors
- Spell and grammar check a document
- Move the insertion point
- Work in insert and overtype modes
- Select, delete and replace text
- Use Undo, Redo and Repeat
- Move and Copy text to a new location
- Format font type, size and attributes (bold, italic, underline and highlight)
- Align text
- Set line spacing options
- Modify document margins
- Use Format Painter
- Insert today's date and special characters
- Create and use AutoText
- Get online help

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MICROSOFT OFFICE WORD 2003 INTRODUCTION  
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