



Training Solutions, Inc.

## Microsoft Word 2003 Basics Course Outline

### Section 1 - Word Basics

- What's New in 2003
- Starting Word and Screen Elements
- Menus and Dialog Boxes
- Entering Text
- Understanding File Folders
- Saving a File
- Moving Around in a Document
- Closing a File
- Getting Help
- Exiting Word

### Section 2 - Working with Files

- Opening a File
- Saving a File with a Different Name
- Selecting Text in a Document
- Inserting and Deleting Text
- Using Undo
- Creating a New Document
- Switching Between Open Files
- Views and Zooms
- Rename/Delete a File
- Previewing a Document
- Printing a Document

### Section 3 - Formatting a Document

- Formatting Toolbar
- Format Font Menu
  - Repeat Key
  - Character Spacing
  - Animation
- Paragraph Formatting
  - Line Spacing
  - Use the Ruler
  - Indented Paragraphs
  - Bulleted Paragraphs
  - Numbered Paragraphs

- New Line Command
- Margins
- Paper Size and Orientation

### Section 4 - Editing a Document

- Edit and Tools Menu
- Automatic Spell & Grammar Check
- Using the Thesaurus
- Find and Replace
- Cut, Copy and Paste Text

### Section 5 - Working with Tables

- Define a Table
- Sizing a Table
- Insert Rows
- Align Data
- Table AutoFormat
- Center a Table

### Section 6 - Workplace Productivity

- Create a Letter
- Create an Envelope
- Create Mail Labels
- Working with Multi-Page Documents
  - Page Breaks
  - Page Numbers
  - Headers and Footers