



2 day
course



Microsoft Word XP/2003 PROFICIENCY – Day 1 of 2

Course objectives

This course offers a basic understanding of Word and aims to provide all participants with the confidence to use the software more effectively and efficiently in their own working environment.

Pre-requisite

No prior knowledge of this package is required, although Windows experience is essential.

Course content

Module 1	Inserting and Modifying Text - Insert, modify, cut, copy and paste text and symbols. Apply and modify text formats. Correct spelling and grammar usage. Apply font and text effects. Enter and format Date and Time.
Module 2	Edit Text – Change document views. Use Find and Replace. Use Go to command. Moving through a document. Create and manage AutoText entries. Use and apply Smart Tags.
Module 3	Creating and Modifying Paragraphs – Basic paragraph formatting. Apply bullet, outline, and numbering format to paragraphs.
Module 4	Formatting Documents - Create and modify a header and footer. Modify document layout and Page Setup options. Preview and Print documents, envelopes, and labels.
Module 5	Working with Graphics - Insert images and graphics.