

Word 2003: Level 1, 2nd Edition (MOS Certified) + CertBlaster

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Course Length: 1-day (6 hours)

Prerequisites: Windows 2000: Level 1 or equivalent experience

What's in Word 2003: Level 1, 2nd Edition (MOS Certified) + CertBlaster:

This ILT Series course, rated 4.9/5.0 in overall quality by ProCert Labs, teaches the basic functions and features of Word 2003. Students will learn how to create and edit documents, move and copy text, format characters and paragraphs, create and manage tables, control page layout, and use proofing tools. They'll also learn how to work with Word's integrated Web and e-mail features.

Objectives

- Explain the Word environment; create, save, and close documents; and use the Help system.
- Control page layout by adding headers and footers, setting page margins, and inserting page breaks.
- Proof a document by using the Spelling and Grammar checks; and preview and print a document.
- Save a Word document as an HTML file; view the HTML file in a browser; insert hyperlinks in documents; and send Word documents via e-mail.

Topic-Level Outline

Unit 1 : Getting started

*Topic A: * Exploring the Word window*

A-1: Starting Word and exploring the program window

*Topic B: * Creating and saving documents*

B-1: Creating a new document

B-2: Entering text and displaying nonprinting characters

B-3: Saving a document by using the Save command

B-4: Saving a document in a new folder

B-5: Setting a Save AutoRecover time

B-6: Closing a document and closing Word

B-7: Renaming a folder

*Topic C: * Getting Help*

C-1: Using the Type a question for help box

C-2: Using the Office Assistant

C-3: Using the Microsoft Word Help task pane

Unit 2 : Editing documents

*Topic A: * Opening and navigating in documents*

A-1: Opening a file

A-2: Using scrollbars to navigate in a document

A-3: Moving in a document

A-4: Using the Go To command to move to a specific page

A-5: Using the Select Browse Object button

A-6: Using Print Layout view

A-7: Using Reading Layout view

*Topic B: * Automated tasks*

B-1: Examining the AutoCorrect feature

B-2: Using the AutoCorrect Options button

B-3: Adding an entry to your AutoCorrect list

B-4: Using AutoText to enter standard text in a letter

B-5: Creating an AutoText entry

B-6: Using AutoFormat to format a document

B-7: Using Click and Type

*Topic C: * Editing text*

C-1: Inserting and deleting text

C-2: Inserting text in different modes

C-3: Inserting the date and time

*Topic D: * The Undo and Redo commands*

D-1: Using the Undo command

D-2: Using the Redo command

Unit 3 : Moving and copying text

*Topic A: * Selecting text*

A-1: Using the mouse to select text

A-2: Using the keyboard to select text

A-3: Using the selection bar to select text

*Topic B: * Cutting, copying, and pasting text*

B-1: Moving text and using Paste Options

B-2: Copying text in a document

B-3: Copying text from one document to another

*Topic C: * Finding and replacing text*

C-1: Searching for a word

C-2: Replacing text in a document

Unit 4 : Formatting characters and paragraphs

*Topic A: * Character formatting*

A-1: Using the Formatting toolbar

A-2: Using the Font dialog box

A-3: Applying character and text effects

A-4: Highlighting text

A-5: Repeating formatting in a document

A-6: Formatting multiple selections simultaneously

A-7: Using the Format Painter

A-8: Using the Reveal Formatting task pane

A-9: Applying character styles

*Topic B: * Using tabs*

B-1: Examining tab stops

B-2: Setting and moving a custom tab stop

B-3: Clearing and setting other types of tabs

B-4: Setting a tab and leader in the Tabs dialog box

*Topic C: * Paragraph formatting*

C-1: Using paragraph alignments

C-2: Applying borders and shading

C-3: Adding bulleted and numbered lists

C-4: Editing bulleted and numbered lists

C-5: Adding an outline numbered list

*Topic D: * Advanced paragraph formatting*

D-1: Setting left and right indents

D-2: Setting a hanging indent

D-3: Comparing new lines and paragraphs

D-4: Setting the space before and after a paragraph

D-5: Setting line spacing for a paragraph

Unit 5 : Creating and managing tables

*Topic A: * Creating tables*

A-1: Creating a table by using the Insert Table dialog box

A-2: Creating a table by using the Insert Table button

A-3: Converting text to a table

*Topic B: * Working with tables*

B-1: Moving in a table

B-2: Selecting table elements

B-3: Entering text in a table

B-4: Formatting text in a table

*Topic C: * Modifying tables*

C-1: Adding rows and columns

C-2: Deleting columns, rows, and an entire table

C-3: Changing the width of a column

C-4: Aligning a table

Unit 6 : Controlling page layout

*Topic A: * Creating headers and footers*

A-1: Exploring the header and footer areas

A-2: Adding information to headers and footers

A-3: Editing headers and footers

*Topic B: * Working with margins*

B-1: Using Print Layout view to adjust margins

B-2: Using the Page Setup dialog box to adjust margins

B-3: Setting page orientation and vertical alignment

B-4: Applying text flow options

*Topic C: * Working with page breaks*

C-1: Adding manual page breaks

C-2: Deleting a page break

Unit 7 : Proofing and printing documents

*Topic A: * Checking spelling and grammar*

A-1: Using the automatic spelling checker

A-2: Checking spelling manually

A-3: Checking grammar

A-4: Finding synonyms and antonyms

*Topic B: * Previewing and printing documents*

B-1: Previewing a document

B-2: Using the Print dialog box

Unit 8 : Web features

*Topic A: * Saving documents as Web pages*

A-1: Previewing a document as a Web page

A-2: Saving a document as a Web page

A-3: Opening an HTML document in a browser

A-4: Opening an HTML document in Word

*Topic B: * Working with hyperlinks*

B-1: Inserting a hyperlink

B-2: Navigating with hyperlinks

B-3: Creating a hyperlink to Excel

*Topic C: * E-mailing documents*

C-1: Sending documents via e-mail

Appendix A : Instant messaging

*Topic A: * Sending and receiving instant messages*

Appendix B : Alternative user input

*Topic A: * Speech recognition*

*Topic B: * Handwriting recognition*

*Topic C: * Working with Office Document Imaging*

Appendix C : Microsoft Office Specialist exam objectives maps

*Topic A: * Specialist exam objectives*

*Topic B: * Expert exam objectives*