



# Microsoft® Office Word 2003: Level 1

## Course Description

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.

**Course Objective:** You will create, edit, and enhance standard business documents using Microsoft® Office Word 2003.

## Performance-Based Objectives

Upon successful completion of this course, students will be able to:

- create a basic document.
- edit documents by locating and modifying text.
- format text.
- format paragraphs.
- use Word tools to make your documents more accurate.
- add tables to a document.
- add graphic elements to a document.
- control a document's page setup and its overall appearance.

## Course Content

### Lesson 1: Creating a Basic Document

Topic 1A: The Word Environment  
Topic 1B: Get Help Using Word  
Topic 1C: Enter Text  
Topic 1D: Save a New Document  
Topic 1E: Preview a Document  
Topic 1F: Print a Document

### Lesson 2: Editing a Document

Topic 2A: Navigate in a Document  
Topic 2B: Insert Text  
Topic 2C: Select Text  
Topic 2D: Create an AutoText Entry  
Topic 2E: Move and Copy Text  
Topic 2F: Delete Blocks of Text  
Topic 2G: Undo Changes  
Topic 2H: Find and Replace Text

### Lesson 3: Formatting Text

Topic 3A: Change Font and Size  
Topic 3B: Apply Font Styles and Effects  
Topic 3C: Change Text Color  
Topic 3D: Highlight Text  
Topic 3E: Copy Formats  
Topic 3F: Clear Formatting  
Topic 3G: Find and Replace Text Formatting

### Lesson 4: Formatting Paragraphs

Topic 4A: Set Tabs  
Topic 4B: Change Paragraph Alignment  
Topic 4C: Indent Paragraphs  
Topic 4D: Add Borders and Shading  
Topic 4E: Apply Styles  
Topic 4F: Create Lists  
Topic 4G: Change Spacing Between Paragraphs and Lines



**Lesson 5: Proofing a Document**

- Topic 5A: Use the Thesaurus
- Topic 5B: Check Spelling and Grammar
- Topic 5C: Create a New Default Dictionary
- Topic 5D: Check Word Count
- Topic 5E: Modify a Document in Print Preview

**Lesson 7: Inserting Graphic Elements**

- Topic 7A: Insert Symbols and Special Characters
- Topic 7B: Insert a Clip Art Picture
- Topic 7C: Add a Watermark

**Lesson 6: Adding Tables**

- Topic 6A: Create a Table
- Topic 6B: Enter Data in a Table
- Topic 6C: AutoFormat a Table
- Topic 6D: Convert Text into a Table

**Lesson 8: Controlling Page Appearance**

- Topic 8A: Set Page Orientation
- Topic 8B: Change Page Margins
- Topic 8C: Apply a Page Border
- Topic 8D: Add Headers and Footers
- Topic 8E: Insert a Page Break

