



551 W. Dimond Blvd  
Anchorage, AK 99515  
(907) 267-4216

## **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.

### **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 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 7: Inserting Graphic Elements**

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

#### **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

#### **Appendix A: Microsoft Office Specialist Program**