

# Word 2000-2003 Introduction

**Duration:** 1 Day

## Course Overview:

Students will learn the skills and concepts necessary to create and modify a document. This course is designed for people who want to effectively use the tools and features of Microsoft Word for basic word processing activities. This is an Instructor-led training in a professional classroom environment with hands-on exercises.

## Students Learn How To:

- Create and save a document; open an existing document; and use simple editing techniques
- Navigate in a large document by using the mouse and keyboard
- Edit a document by moving and copying text within a document and between documents
- Apply and remove character and paragraph formatting
- Format paragraphs by changing the alignment and line spacing
- Use Word's proofing tools such as AutoCorrect, Speller and Thesaurus

**Who Should Attend:** Anyone who wants to learn the skills necessary to effectively begin using Microsoft Word.

**Prerequisites:** Windows 2000 or XP Introduction or equivalent knowledge.

## Course Outline:

### Getting Started with Word

Exploring the Word Environment  
Using Toolbars and Menus  
Opening and Viewing Documents  
Moving Through Documents  
Closing Documents and Exiting Word

### Creating and Saving Documents

Creating Documents  
Saving Documents

### Editing Documents

Selecting Text and Editing Text  
Using Undo and Redo  
Copying and Moving Text

### Using Automatic Text Features

Inserting Date and Time Fields  
Using AutoText and AutoComplete  
Using AutoCorrect

### Printing Documents, Envelopes and Labels

Previewing and Printing Documents  
Creating and Printing Envelopes and Labels

### Formatting Text

Using the Formatting Toolbar  
Using the Font Dialog Box  
Using the Format Painter  
Using the Task Pane to Apply Formatting and Styles  
Controlling the Format of Pasted Text  
Applying and Removing Highlights

### Formatting Paragraphs

Changing Paragraph Alignment  
Changing Paragraph and Line Spacing  
Setting Tabs and Indenting Paragraphs  
Applying Paragraph Borders and Shading  
Applying Bulleted, Numbered, and Outline  
Numbered Lists

### Formatting Document Pages

Setting Page Margins  
Aligning Text Vertically  
Changing Page Orientation  
Adding Page Borders

### Using Find and Replace

Using the Find and Replace Features  
Using the Go To Feature

### Using Proofing Tools

Checking Spelling and Grammar  
Using the Thesaurus

### Working with Templates

Using an Existing Document Template  
Creating and Deleting Templates