

MOS Word 2003

Course Aims

This course designed to help Microsoft Office Specialist Certification candidates prepare for the Microsoft Office Word 2003 certification exam.

Pre-requisites

An understanding of Windows, MS Word 2000/2002 will be an added advantage.

Level	Duration	Time
Basic & Intermediate	3 Days / 24 Hours	9:00 am to 6:00 pm

Module 1. Using Basic Document Skills

- Entering Text into a Document
- Saving a New Document
- Closing a Document
- Creating a New Document
- Opening an Existing Document
- Selecting an Existing Template
- Scrolling using the Mouse
- Moving using the Keyboard
- Selecting Text
- Using Insert and Overtyping Mode
- Creating a New Folder
- Renaming an Existing Document
- Labs - Using Basic Document Skills

Module 2. Working with Document Views

- Switching Document Views
- Changing Document Magnification
- Displaying Documents in Fullscreen Mode
- Displaying/Hiding the Rulers
- Viewing/Hiding the Formatting Marks
- Opening Multiple Documents
- Switching between Documents
- Labs - Working with Document Views

Module 3. Using Basic Text Editing

- Removing Characters
- Deleting Selected Text
- Replacing Selected Text
- Cutting/Copying and Pasting Text
- Using the Paste Options Button
- Using the Clipboard Task Pane
- Changing Office Clipboard Options
- Sharing the Office Clipboard
- Using Drag and Drop Editing
- Using Undo and Redo
- Labs - Using Basic Text Editing

Module 4. Using Character Formatting

- Formatting Characters
- Changing an Existing Font
- Modifying the Font Size
- Using Bold and Italics
- Underlining Text
- Using Text and Animation Effects
- Highlighting Text
- Applying Formats with the Task Pane
- Copying Character Formatting
- Changing Character Case
- Labs - Using Character Formatting

Module 5. Using Paragraph Formatting

- Formatting Paragraphs
- Aligning Paragraphs
- Using Click and Type to Align Text
- Modifying Paragraph Spacing
- Revealing Formatting

- Modifying Line Spacing
- Copying Paragraph Formats
- Labs - Use Paragraph Formatting

Module 6. Inserting Dates and Symbols

- Inserting the Date and Time
- Inserting Symbols
- Inserting Special Characters
- Labs - Inserting Dates and Symbols

Module 7. Using Numbers and Bullets

- Typing a Numbered or Bulleted List
- Adding Numbers or Bullets to Text
- Deleting a Numbered or Bulleted Item
- Adding a Numbered or Bulleted Item
- Removing Numbers or Bullets from Text
- Changing a Bullet or Number Style
- Labs - Using Numbers and Bullets

Module 8. Working with Lists

- Customizing Numbered/Bulleted Lists
- Resetting Bullet/Number Styles
- Bulleting/Numbering a Multilevel List
- Using List Styles
- Labs - Working with Lists

Module 9. Using Find and Replace

- Using Find
- Using Find Options
- Finding Special Characters
- Finding a Format
- Using Replace
- Labs - Using Find and Replace

Module 10. Working with Headers and Footers

- Creating Headers and Footers
- Inserting the Current Page Number
- Inserting the Current Date
- Creating a First Page Header/Footer
- Alternating Odd and Even Headers/Footers
- Setting the Starting Page Number
- Labs - Working with Headers and Footers

Module 11. Using Document Formatting

- Formatting Documents
- Inserting a Manual Page Break
- Removing a Manual Page Break
- Changing the Page Orientation
- Changing the Document Margins
- Changing the Paper Size
- Changing the Vertical Alignment
- Labs - Using Document Formatting

Module 12. Printing

- Previewing a Document
- Using Web Page Preview
- Printing the Current Document

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- Printing the Current Page
- Printing Multiple Copies
- Printing Envelopes and Labels
- Labs - Printing
- Labs - Applying Borders and Shading

Module 13. Using Newsletter style Columns

- Creating Newsletter style Columns
- Navigating Columns
- Changing the Number of Columns
- Changing Column Width and Spacing
- Adding a Vertical Line between Columns
- Balancing Column Length
- Labs - Using Newsletter style Columns

Module 14. Working with Tables

- Creating a Table
- Navigating a Table
- Entering Text into a Table
- Inserting a Blank Line
- Using Table AutoFormat
- Hiding and Showing Gridlines
- Using the Draw Table Button
- Converting Existing Text into a Table
- Labs - Working with Tables

Module 15. Editing a Table

- Selecting Table Components
- Selecting the Entire Table
- Inserting Rows and Columns into a Table
- Merging Cells
- Rotating Text in a Table
- Changing Column Width and Row Height
- Aligning Table Text
- Distributing Rows and Columns Evenly
- Splitting Cells
- Deleting Columns and Rows
- Setting Table Properties
- Converting a Table into Text
- Placing Headings on All Pages
- Labs - Editing a Table

Module 16. Applying Borders and Shading

- Using Borders and Shading
- Adding Borders and Shading to Text
- Adding a Border to a Page
- Adding a Border to a Table
- Removing a Border from a Table
- Adding and Removing Shading

Module 17. Inserting Graphics

- Using the Insert Clip Art Task Pane
- Inserting a Picture
- Formatting Pictures
- Creating WordArt Objects
- Formatting WordArt Objects
- Using Advanced Layout Options
- Creating Watermarks
- Labs - Inserting Graphics

Module 18. Using Charts and Diagrams

- Working with Microsoft Graph
- Creating a Chart
- Editing the Datasheet
- Adding a Chart Title
- Changing the Chart Type
- Creating a Chart from Table Data
- Importing Data
- Inserting a Diagram
- Working with Diagrams
- Labs - Using Charts and Diagrams

Module 19. Sharing Comments/Merging Documents

- Inserting Comments
- Managing Comments
- Viewing Comments
- Printing Comments
- Comparing and Merging Documents
- Reviewing Merged Changes
- Labs - Sharing Comments/Merging Documents

Module 20. Using Word HTML Features

- Saving Files in the HTML File Format
- Opening a Web Page in Word
- Using Hyperlink Automatic Formatting
- Linking to a Page
- Linking to a Location in a Page
- Pasting a Link
- Browsing Linked Pages and Locations
- Editing a Hyperlink
- Modifying and Reposting HTML Files
- Labs - Using Word HTML Features