



**Airhouse Studios**

## Word 2003 Introductory Course

### Course Aims

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This extremely practical course introduces the delegate to Word 2003. It will provide “hands on” experience of many of the features found in this product. By the end of the course, the user will be competent with the following skills:

### Course Outline

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#### ***Fundamentals***

Menus  
Toolbars  
Task Pane  
Taskbar  
Help

#### ***Documents***

Document Views  
Enter Text  
Create a Document  
Save a Document  
Open a Document  
Close a Document

#### ***Editing Text***

Cursor Movement  
Insert and Delete Text  
Select Text  
Undo and Redo  
Change Case  
AutoText  
Move and Copy Text  
Find and Replace Text  
Copy and Paste  
Cut and Paste

#### ***File Management***

Create a New Folder  
Move and Copy Files and Folders  
Rename and Delete Files and Folders

#### ***Printing***

Page Setup  
Print Preview  
Print

#### ***Formatting Text***

Underline, Bold and Italic  
Fonts  
Change the Size of Text  
Font Effects  
Animation  
Tabs  
Tab Leaders

#### ***Formatting Paragraphs***

Align Paragraphs  
Indent Paragraphs  
Numbering and Bullets  
Automatic Numbering and Bullets  
Multilevel Numbering  
Line Spacing  
Paragraph Spacing

#### ***Tools***

Spell Check  
Grammar Check  
Go To  
Browser  
Zoom control  
Show/Hide

**This course outline is a guide. All our courses can be tailored to customer requirements.**

### Target Audience

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Intending, new or recent users of Word 2003 or any other word processor.

### Assumed Knowledge

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Delegates should be familiar with the Windows operating system, either from attending a Windows Introductory course or knowledge gained from their own experience. No knowledge of Word 2003 is expected.