

## Basic Word Skills

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### Synopsis:

This module provides an introduction to Word for Windows. Students will explore Word 2003, use basic document skills, and work with document views. Students will also learn how to use basic text editing, check spelling and grammar, and print Word documents.

### Prerequisites:

An understanding of Windows

### Objectives:

- Explore Word
- Use Basic Document Skills
- Work with Document Views
- Use Basic Text Editing
- Check Spelling and Grammar
- Print

### This module includes:

#### Exploring Word

- Working with Word
- Starting Word
- Using the Interface
- Using menu commands
- Displaying and hiding toolbars
- Displaying hidden toolbar buttons
- Moving and resizing toolbars
- Changing menu and toolbar options
- Using the task pane
- Exiting Word

#### Using Basic Document Skills

- Entering text into a document
- Saving a new document
- Closing a document
- Creating a new document
- Opening an existing document
- Scrolling using the mouse
- Moving using the keyboard
- Selecting text
- Using insert and overwrite mode
- Creating a new folder
- Renaming an existing document

#### Working with Document Views

- Switching document views
- Hiding white space in Print Layout view
- Using the Reading Layout view
- Changing document magnification
- Displaying documents in full-screen mode
- Displaying/Hiding the rulers
- Viewing/Hiding the formatting marks
- Opening multiple documents
- Switching between documents
- Comparing Side by Side Documents

#### Using Basic Text Editing

- Removing characters
- Deleting selected text
- Replacing selected text

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## Basic Word Skills

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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

### **Checking Spelling and Grammar**

Checking spelling/grammar as you type  
Adding to the custom dictionary  
Disabling spelling and grammar options  
Running the spelling checker  
Running the grammar checker  
Selecting grammar and style options

### **Printing**

Previewing a document  
Using Web Page Preview  
Printing the current document  
Printing the current page  
Printing multiple copies  
Printing envelopes and labels

## Applying Formatting

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### Synopsis:

This module covers formatting documents. Tasks include character, paragraph, and document formatting; indenting paragraphs; using styles; setting tabs; and using number and bullet lists. The students will also learn how to work with headers and footers, use section breaks, and use online Help.

### Prerequisites:

Basic Word Skills

### Objectives:

- Use Character Formatting
- Use Paragraph Formatting
- Indent Paragraphs
- Use Styles
- Use Document Formatting
- Set Tabs
- Use Numbers and Bullets
- Work with Headers and Footers
- Use Section Breaks
- Getting Help

### This module includes:

#### 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

#### 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

#### Indenting Paragraphs

- Changing the left indent
- Indenting the first line
- Creating a hanging indent
- Creating a right indent

#### Using Styles

- Revealing styles
- Applying character and paragraph styles
- Creating a character style
- Creating a paragraph style
- Editing an existing style
- Clearing formats and styles
- Deleting a style

#### Using Document Formatting

- Formatting documents
- Inserting a manual page break
- Removing a manual page break
- Changing the page orientation
- Changing the document margins

## Word 2003 - Lvl 1

### Applying Formatting

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Changing the paper size  
Changing the vertical alignment

#### **Setting Tabs**

Using tab stops  
Setting tab stops  
Deleting and moving tab stops  
Clearing all tabs  
Creating a leader tab

#### **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

#### **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

#### **Using Section Breaks**

Working with section breaks  
Inserting a Next page break  
Formatting a section  
Inserting a Continuous break  
Inserting an Odd/Even page break  
Removing a section break  
Inserting automatic section breaks  
Modifying a section break

#### **Getting Help**

Using Microsoft Word Help  
Working with the Help task pane  
Using Type a question for Help  
Controlling online content settings  
Working with online Help  
Displaying/Hiding the Office Assistant  
Finding an Answer  
Changing Office Assistant Options