

Word

Word Level 1

Aimed at the novice user who needs to know the basics of word processing & text formatting

Word Level 2

Aimed at anyone who is familiar with the essentials of word processing & needs to use Styles, Templates & Tables

Word Level 3

Aimed at the experienced user who needs to create easy Proposals & Reports with Styles, Columns, Macros & Fields

VBA for Word

Aimed at anyone who wants to create & edit Macros & use VBA to create Functions, Custom Forms & more!

Microsoft Word 2003 - Level 1

Working with MS Word's Essentials

Introduction

The skills and knowledge covered in this course are sufficient to create real world documents including letters, memos, faxes, basic flyers, basic newsletters, and the like. This publication features a series of practice exercises at the end of each chapter.

Outcomes

At the completion of this course participants will be able to:

- Find your way around the Microsoft Word 2000 screen
- Open, save, and close documents and understand how documents are presented on the screen
- Create a new document
- Select and work with text in a document
- Format text in a document
- Create and use tabs stops and leaders
- Create tables of figures and text

Course Details

Duration: 1 day
Starting time: 9am
Finishing time: 4.30pm
Lunch and refreshments are provided.

Booking guidelines

Contact our Learning Consultants on 1300 86 87246 and we will assist you with your booking.

Nationally Accredited Training

As a Registered Training Organisation (RTO), Advanced Training offers this course as a part of its Certificate II in Information Technology (IT) - ICA20105. Contact one of our Learning Consultants with regards to Government Funding for this course OR about Recognition of Prior Learning (RPL) for this course.



NATIONALLY RECOGNISED
TRAINING
RTO No. 21932



Learning Solutions
Partner

(1300 86 87246
1300 TO TRAIN

Course Outline

Ø Word 2003 Orientation

- Starting Word
- The Word 2003 Screen
- Using Menu Commands
- Using Keyboard Shortcuts
- Using The Toolbars
- Using ShortCut Menus
- Using The Ruler
- The Status Bar
- Exiting Word

Ø Working With A Document

- Opening A Document
- Navigating With The Keyboard
- Scrolling Through A Document
- Document Views
- Page Zooming
- Simple Editing
- Formatting Marks
- Saving A Document
- Print Preview
- Printing A Document
- Closing A Document

Ø Creating A Document

- Creating A Blank Document
- Typing Text
- Typing Numbers
- Inserting A Date
- Spelling And Grammar Checking
- Saving A New Document

- Creating A Document Based On A Template

Ø Working With Text

- Selecting Text Using The Mouse
- Selecting Text Using The Keyboard
- Insert And Overtyping Modes
- Deleting Text
- Cutting And Pasting
- Copying And Pasting
- Find And Replace
- Using Undo

Ø Formatting Text

- Formatting Essentials
- Toolbar Formatting
- Quick Alignment
- Instant Bullets
- Instant Numbers
- Increase Indent
- Decrease Indent
- Quick Fonts
- Changing The Text Colour
- Using The Format Painter
- Line Spacing
- Paragraph Spacing

Ø Working With Tabs

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler

- Using The Tabs Dialog Box

- Tab Leaders

Ø Creating Tables

- Creating A Table
- Adding Data To A Table
- Inserting Columns And Rows
- Deleting Columns And Rows
- Changing Column Widths
- Shading and Colouring Cells
- Modifying Borders
- AutoFormatting A Table

Ø General Computer Usage

- The Help Task Pane
- Searching For General Help
- Searching For Specific Help
- Understanding A Help Window
- Disabling Online Content
- Enabling Online Content
- Setting Up An Ergonomic Workstation
- Breaks And Exercises
- Backup Procedures
- Electronic File Management
- Managing File Folders In Word 2003