

Course Description: This course will provide students with the basic concepts required to create, edit, and enhance simple documents. This is one of a series of courses that addresses Microsoft Office Specialist skill sets. The Office Specialist program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more product proficiency exams in order to earn Office Specialist certification.

Who Should Attend: This course is intended for persons interested in learning how create, edit, format, lay out, and print standard business documents and for those pursuing Microsoft Office Specialist certification in Microsoft® Word 2003.

Prerequisites: Students should be comfortable in the Windows environment and be able to manage information on a computer. They should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Windows XP Professional: Level 1, Level 2, or Introduction or equivalent knowledge is required.

Benefits of Attendance: Upon completion of this course, students will be able to:

- Create a basic document.
- Edit documents by locating and modifying text.
- Format text.
- Format paragraphs.
- Use Word tools to make your documents more accurate.
- Add tables to a document.
- Add graphic elements to a document.
- Control a document's page setup and its overall appearance.

Course Outline:

Creating A Basic Document

The Word Environment
Getting Help Using Word
Entering Text
Saving a New Document
Previewing a Document
Printing a Document

Editing A Document

Navigating in a Document
Inserting Text
Selecting Text
Creating an AutoText Entry
Moving and Copying Text
Deleting Blocks of Text
Undoing Changes
Finding and Replacing Text

Formatting Text

Changing Font and Size
Applying Font Styles and Effects
Changing Text Color
Highlighting Text
Copying Formats
Clearing Formatting
Finding and Replacing Text Formatting

Formatting Paragraphs

Setting Tabs
Changing Paragraph Alignment
Indenting Paragraphs
Adding Borders and Shading
Applying Styles
Creating Lists
Changing Spacing Between Paragraphs and Lines

Proofing A Document

Using the Thesaurus
Checking Spelling and Grammar
Creating a New Default Dictionary
Checking Word Count
Modifying a Document in Print Preview

Adding Tables

Creating a Table
Entering Data in a Table
AutoFormatting a Table
Converting Text into a Table

Inserting Graphic Elements

Inserting Symbols and Special Characters
Inserting a Clip Art Picture
Adding a Watermark

Controlling Page Appearance

Setting Page Orientation
Changing Page Margins
Applying a Page Border
Adding Headers and Footers
Inserting a Page Break

Appendix A: Microsoft Office Specialist Program