

Microsoft ®

# Word 2003

## Course Outline

Beginning Level – 6 Hours

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### **INTRODUCTION TO MICROSOFT WORD 2003**

- What Is Word 2003?
- Create A New Document
- Opening
- Saving
- Quitting And Closing

### **WORD 2003 INTERFACE**

- Word 2003 Workspace

### **STANDARD TOOLBAR**

- The Standard Toolbar

### **FORMATTING TOOLBAR**

- The Formatting Toolbar

### **FORMATS**

- Formatting
- Font Formatting
- Paragraph Formatting

### **PRODUCTION**

- Page Setup Features
- Headers And Footers
- Bullet Lists
- Numbered Lists
- Borders And Shading

### **EDITS**

- Editing

### **FIND REPLACE AND GO TO**

- Finding Text
- Replacing Text
- Searching Items
- Go To

### **CREATE AN EMAIL AND A WEB PAGE**

- Creating E-Mail
- E-Mail Settings
- Create A Web Page

### **PRINT**

- Previewing Documents
- Printing The Document