



ONE DAY

Course developed for

This course is designed for persons interested in learning how to create basic documents using Word.

WORD 2002 INTRODUCTION

The primary objective of the course is to introduce a user to the basic operations of Word.

Course Prerequisites

No previous experience in using Word or any other word processing program is required in this introductory course. It is assumed, however, that you have

- Knowledge of personal computer fundamentals.
- Experience in working within the Microsoft Windows environment.
- A reasonable degree of keyboard proficiency.
- Experience in using a mouse

Performance-based Objectives

After participating in this course, you will be able to:

- Start and exit from Word
- Create, save and print a document
- Perform basic editing operations, such as inserting, deleting, moving and copying text
- Perform basic formatting operations, such as applying attributes and a new font/font size to text, resetting margins, tab stops, line spacing and text alignment in a document

Course Focus

Getting started

- Starting Word, the Word application window
- Using the Word menu system
- Exiting from Word
- Displaying help information
- Using Word toolbars, using Word task panes

Creating a document

- Resetting the working folder
- Entering text into the document window
- Saving, printing and closing a document

Editing a document

- Reopening a document
- Moving the insertion point within a document
- Inserting the current date and time into a document
- Inserting text into a document/deleting text from a document
- Reversing an edit operation
- Moving a text block, copying a text block

Formatting a document (part 1)

- Applying attributes to text
- Applying a new font and font size to text
- Simultaneously applying multiple font options to text
- Indenting a paragraph
- Formatting existing text
- Creating a numbered/bulleted list
- Changing the zoom level of a document

Formatting a document (part 2)

- Resetting the left and right margins of a document
- Resetting the page orientation of a document
- Setting and clearing tab stops in a document
- Using decimal tab stops
- Setting a tab stop with a leader
- Resetting line and paragraph spacing in a document
- Resetting paragraph alignment in a document
- Inserting a hard page break/creating a multiple-page document

Using Word's writing tools

- Using the spelling and grammar checker, using the thesaurus
- Customising the autocorrect dictionary

Other Recommended Courses

- Word 2002 Intermediate
- Report Writing

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Please visit our website for current course dates: www.wwp.co.uk