

Microsoft Word 2002

Course Level : Introduction

Course Duration : 2 days

Prerequisites : A working knowledge of Windows 95/98/NT4. Keyboard skills would be beneficial.



▼ Course Content

- Course Objectives
- What is a Word Processor?
- Loading Word 2002
- Discussing some terminology
 - Choose
 - Dimmed
 - Select
 - Unselect
- The Word for Windows Screen
 - Title Bar
 - Menu Bar
 - Toolbar
 - Ruler
 - Scroll Bars
 - Position Indicators
- Using Word Help
 - Contents list
 - Answer Wizard
 - Point and shoot help
- Operating the menu structure
 - What the symbols mean
 - Expanding Menus
- Entering Text
 - word wrap
 - paragraphs
 - Using Click and Type
- Saving a document
 - using the menu and mouse
 - using the menu and keyboard
 - using the toolbar
 - using shortcut keys
 - the Save dialog box
 - The differences between Save and Save As
 - The Places bar
- Files and filenames
 - valid and invalid characters
 - invalid names
- Closing a document
 - Why close a document
 - Saving a document when closing it
- Opening a document
 - Recent files list
 - Using the menu structure/toolbar
 - The Places Bar
- Using Insert and Overtyping
- Removing text
 - Single letters or words
 - Larger blocks of text
 - the Delete key
 - the Backspace key
- Restoring deleted text
 - Most recent
 - Text deleted this session
- Selecting text
- Selecting text
 - Word
 - Sentence
 - Paragraph
 - Page
 - Document
 - Part of a document
 - using the mouse
 - using the keyboard
- Setting attributes on a document - new text
 - Embolden text
 - Underline text
 - Italicize text
 - Aligning text
- Setting attributes on a document - existing text
- Removing an attribute from existing text
- Using Fonts
 - What is a font?
 - Choosing the font
 - Choosing the point size

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- Using other attributes
 - Subscript
 - Superscript
- Using the Format Painter
- Document margins - left and right
 - Changing with the mouse
 - Changing with the menus
- Document margins - top and bottom
- Setting line spacing
 - Using the shortcut keys
 - Using the menu structure
- Using right indent
- Using tabs
 - Tab types
 - Setting with the mouse
 - Setting with the menus
- Indenting text
- Moving around a document
 - Using the scroll bars
 - Using the keyboard
- Creating new pages
 - System page break
 - Operator page break
 - Pagination
- Text manipulation within a single document
 - Cut and Paste
 - Copy and Paste
 - Mouse method vs. keyboard/menu method
 - Using the Toolbar
 - Collect and Paste
- Text manipulation between documents
- Using the Search and Replace facility
- Using Spell Check
- Using the Grammar Check
- Using the Thesaurus
- Using AutoCorrect
- The Menu Structure
- The Standard Toolbar
 - A brief look at the other Toolbars



- Printing a document
 - The print dialog box
- Word Views
 - Normal
 - Web
 - Print
 - Outline
 - Zoom Control
- Tables
 - What is a Table?
 - Creating Tables
 - Aligning Text
 - Changing Columnwidth
 - Changing Row height
 - Merging Cells
 - Splitting Cells
 - Inserting rows/columns
 - Deleting rows/columns
 - Cell Margins
 - Moving Tables with the mouse
 - Resizing Tables with the mouse
 - Adding Borders
 - Adding Shading
 - Nested tables
 - Table Properties
- Using Headers and Footers
- Using Page Numbering
- Changing Case
- Text Borders & Page Borders
- Text Shading
- Using The Office Assistant
- Keyboard Shortcuts
- Workshop