

AVP Training

Computer Software Training & Consulting

Word 2003 Introduction (Level 1)

General Description

Introduces basic word-processing skills required to produce documents such as letters, faxes, memos and flyers

Learning Outcomes

- Navigate the main screen components of Word
- Open, View, Save, Print and Close existing documents
- Create and proofread new documents
- Select and manage text using various techniques including Cut, Copy and Paste
- Apply text formatting such as fonts and alignment
- Create bulleted and numbered lists
- Adjust line and paragraph spacing
- Use default and customised tabs to position text
- Produce, restructure and format basic tables
- Access and use the Help system within Word

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

Course Topics Word 2003 Introduction (Level 1)	Word 2003 Orientation
	Working with a Document
	Creating New Documents
	Editing Text
	Formatting Text
	Working with Tabs
	Creating Tables
	Accessing Help

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