

# Microsoft Word Training in Houston - Hands on Microsoft Word Classes in Houston, Texas.

```
H3 {  
MARGIN: 0in 0in 0pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 9pt; FONT-WEIGHT: bold;  
tab-stops: 1.25in  
}  
LI.MsoNormal {  
MARGIN: 0in 0in 0pt; FONT-FAMILY: "Times New Roman","serif"; FONT-SIZE: 12pt; mso-style-parent: ""  
}  
H2 {  
FONT-STYLE: italic; MARGIN: 12pt 0in 8pt 0.5in; FONT-FAMILY: "Arial","sans-serif"; COLOR: black; FONT-SIZE: 12pt;  
FONT-WEIGHT: normal  
}
```

Microsoft Word 2003: Level 1 - Training Classes in Houston

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Microsoft Â® Office Word Â®: Level 1

Course Specifications:

Software: MicrosoftÂ® Office Word

Course Description:

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2003 courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2003.

Target Student: Persons with a basic understanding of Microsoft Windows who need to learn how to use Microsoft® Word 2003 to create, edit, format, lay out, and print standard business documents complete with tables and graphics.

Prerequisites:

- Windows XP: Introduction

Delivery Method: Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

Performance-Based Objectives:

- 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.

Microsoft® Office Word 2003: Level 1

Training Course Content

## Lesson 1: Creating a Basic Document

Topic 1A: The Word Environment

Topic 1B: Get Help Using Word

Topic 1C: Enter Text

Topic 1D: Save a New Document

Topic 1E: Preview a Document

Topic 1F: Print a Document

## Lesson 2: Editing a Document

Topic 2A: Navigate in a Document

Topic 2B: Insert Text

Topic 2C: Select Text

Topic 2D: Create an AutoText Entry

Topic 2E: Move and Copy Text

Topic 2F: Delete Blocks of Text

Topic 2G: Undo Changes

Topic 2H: Find and Replace Text

## Lesson 3: Formatting Text

Topic 3A: Change Font and Size

Topic 3B: Apply Font Styles and Effects

Topic 3C: Change Text Color

Topic 3D: Highlight Text

Topic 3E: Copy Formats

Topic 3F: Clear Formatting

Topic 3G: Find and Replace Text Formatting

#### Lesson 4: Formatting Paragraphs

Topic 4A: Set Tabs

Topic 4B: Change Paragraph Alignment

Topic 4C: Indent Paragraphs

Topic 4D: Add Borders and Shading

Topic 4E: Apply Styles

Topic 4F: Create Lists

Topic 4G: Change Spacing Between Paragraphs and Lines

#### Lesson 5: Proofing a Document

Topic 5A: Use the Thesaurus

Topic 5B: Check Spelling and Grammar

Topic 5C: Create a New Default Dictionary

Topic 5D: Check Word Count

Topic 5E: Modify a Document in Print Preview

#### Lesson 6: Adding Tables

Topic 6A: Create a Table

Topic 6B: Enter Data in a Table

Topic 6C: AutoFormat a Table

Topic 6D: Convert Text into a Table

## Lesson 7: Inserting Graphic Elements

Topic 7A: Insert Symbols and Special Characters

Topic 7B: Insert a Clip Art Picture

Topic 7C: Add a Watermark

## Lesson 8: Controlling Page Appearance

Topic 8A: Set Page Orientation

Topic 8B: Change Page Margins

Topic 8C: Apply a Page Border

Topic 8D: Add Headers and Footers

Topic 8E: Insert a Page Break