

Word 2003 Basics

What this course has to offer

In this course you will get to know the basic functions of word processing, including opening, editing and saving Word documents as well as designing text layouts by means of varying formats. For this purpose you will get to know the options of character, paragraph and page formatting in Word 2003. Furthermore, you will learn which scope for design the use of tables, tabs and graphics has to offer.

Design and document templates guarantee a standardized layout of your Word documents. The automatic hyphenation as well as ways to check spelling and grammar will also be presented in this course.

What are the course requirements?

Being acquainted with using the mouse and keyboard.

Number of lessons: 97

Processing time approximately 6 hours

The learning content in overview:

Chapter 1: What is Word?

Word processing with Word
Advantages of word processing

Chapter 2: The work area

Starting and exiting Word
The Word application window
Using the menus
Working with windows
Basic program settings

Chapter 3: The basics of word processing

Creating your first text
Positioning the cursor in the text
Elementary correction
Selecting text using the mouse
Selecting text using the keyboard
Formatting text quickly
Deleting and overwriting text
Reversing, restoring, repeating
The CLICK AND TYPE function
Special text entry features
Printing documents
Saving and closing documents
Creating and opening documents
Switching between open documents

Chapter 4: Editing and correcting texts

Moving and copying text segments with the mouse
Moving and copying text segments with the CLIPBOARD
Searching and replacing text elements
Avoiding common mistakes in creating tables
Inserting a manual page break
Hyphenating words or suppressing hyphenation
Checking spelling and grammar automatically
Automatic hyphenation

Chapter 5: Using Word Help

Quick way to get help on using the program
Working with Word Help
Using other Help feature

Chapter 6: Basics of text layout

Types of formatting
The REVEAL FORMATTING task pane
Character formatting with toolbar and keyboard
Character formatting via the FONT dialog box
Paragraph formatting via toolbar and via ruler
Paragraph formatting via the PARAGRAPH dialog box
Page formatting
Transferring formats

Chapter 7: Advanced text layout

What are tab stops?
Editing tab stops with the mouse
Working with the TABS dialog box
Bulleted and numbered lists
Creating lists as you type
Options for numbered and bulleted lists
Creating borders and lines
The Tables and Borders toolbar
Additional options of the BORDERS AND SHADING dialog box
Inserting special characters, date and time
Simple document templates

Chapter 8: Formatting using styles

Basics of styles
Assigning styles
Creating new styles
Modifying styles
Viewing and printing styles
Modifying the NORMAL style

Chapter 9: Inserting and editing graphics

Inserting graphics
Editing and positioning graphics

Chapter 10: Tables

- Creating tables
- Selecting, moving and deleting tables
- Defining column width and row height
- Editing columns or rows
- Drawing and editing a table
- Formatting tables
- Fast sorting
- Useful tips for table layout
- Converting a table to text and vice-versa
- Inserting Excel worksheets

This course designed according to didactical standards provides a test for each individual chapter or for the entire course in order to check on your personal learning progress. These tests may recommend the repetition of certain lessons if necessary. With the tests, you will repeat important contents. Via an alphabetical index you can search for topics that you are especially interested in.

The Know How! AG and HERDT-Verlag für Bildungsmedien GmbH cooperate closely. This course is adapted to the HERDT training guide 'Microsoft Office Word 2003 Grundlagen'.