

Get Started Here

Microsoft Word is the world's most popular word processing program.

One-on-One Personal Computer Training provides a comprehensive introduction to Word 2003 and will enable your students to become productive with the product.

Learning Outcomes

This course is designed for people who are new to word processing. It covers the essential features people need in day-to-day use of Word.

At the end of the course, the student will be able to:

- ☞ Understand the purpose and use of word processors
- ☞ Use the basic features of Word
- ☞ Create, edit, format and print a document
- ☞ Open, save and close documents
- ☞ Check for spelling and grammar errors
- ☞ Perform a simple merge with a mailing list
- ☞ Include features such as headers and tables
- ☞ Improve the appearance of documents with features such as borders, shading and graphics
- ☞ Save time with features such as drag-and-drop, Format Painter, shortcut menus, Undo and Repeat
- ☞ Take advantage of features such as the ruler, toolbars, view modes and Help
- ☞ Employ productivity tools such as AutoCorrect, AutoText and AutoFormat

Structure

The course is organised in a series of lessons, each of which addresses a particular functional area of the product. Basic concepts are introduced first. Later materials build on these basics until the student has a sound grasp of the principles involved.

Each lesson starts with a list of learning outcomes for the lesson. Subject matter in the lesson is interspersed with practical exercises to illustrate the material covered. At the end of each lesson there is a:

- ☞ Summary of the lesson, including a list of the skills learned and important terms
- ☞ Questionnaire to test the student's understanding of the lesson
- ☞ Case study for revision or for fast students.

The manual includes a table of contents, an index, a glossary of important terms, tips and review exercises.

Introduction to Word 2003 for Windows

Contents

Level 1

- ☞ Introduction to word processing
- ☞ Starting and leaving Word
- ☞ Viewing modes, screen elements, menus, toolbars, ruler, zoom, shortcut menus, Help and the Office Assistant
- ☞ Opening, saving and closing a document
- ☞ Changing the Document Properties
- ☞ Typing text, selecting text, tabs, indents and page breaks
- ☞ Moving around the screen
- ☞ Moving and copying text
- ☞ Character formatting
- ☞ Paragraph formatting such as indenting and alignment
- ☞ Undo, Repeat and Redo
- ☞ Spelling checker, grammar checker and AutoCorrect
- ☞ Printing and Print Preview

Level 2

- ☞ Page numbers, automatic dates and converting case
- ☞ Finding and replacing text
- ☞ Managing files and using Collect-and-Paste
- ☞ Bullets and numbered lists
- ☞ AutoText, AutoFormat, templates and Letter Wizard
- ☞ Format painter, paragraph spacing, line spacing and setting tabs
- ☞ Multiple windows and copying between documents
- ☞ Merging with a mailing list
- ☞ Headers and footers
- ☞ Section breaks, margins and paper size
- ☞ Borders, shading, graphics and special effects
- ☞ Creating and formatting tables
- ☞ Compare and Merge Documents
- ☞ Insert, View and Edit Comments
- ☞ Track, accept and reject changes
- ☞ Collaborating Circulate Documents for Review

Prerequisites

Students should already be familiar with PCs and Windows but no word processing experience is necessary.

Enquiries

Telephone - 07 4723 7811

Fax - 07 4723 7814

Email - info@1-on-1.biz

Web Address - <http://www.1-on-1.biz>

