



MICROSOFT WORD 2003 BEGINNERS COURSE OUTLINE

1. INTRODUCTION TO WORD 2003

- What is Word 2003?
- Create a New Document
- Opening and Saving

2. WORD 2003 INTERFACE

3. STANDARD TOOLBAR

4. FORMATTING TOOLBAR

5. FIND, REPLACE AND GO TO

- Finding Text
- Replacing Text
- Searching Items
- Go To

6. BASIC DOCUMENT CREATION

- Creating a New Document
- Using the Task Pane
- Creating E-mail
- E-mail Settings

7. PRODUCTION

- Page Setup Features
- Header and Footers
- Bullet Lists
- Numbered Lists
- Borders and Shading

8. FORMATS

- Formatting
- Font Formatting
- Paragraph Formatting

9. EDITS

- Using Editing

10. PRINT

- Printing the Document