

# SELSIUS™

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## CORPORATE & CAREER TRAINING

### Word 2003 Level I

6.5 Hours

#### Objectives:

Word 2003 Level I is the beginning seminar in Word 2003 training. It covers the basics of Word's functions and features. Trainees will learn to:

- Create, save, and retrieve documents
- Insert and delete text to edit a document
- Move, copy, and replace text to revise a document
- Use proofing tools to ensure proper spelling and grammar
- Format text to improve document appearance
- Adjust paragraph alignment and spacing to improve readability
- Adjust margins and page breaks to enhance document layout
- Preview and print documents
- Access online help to get assistance

#### Outline:

- The Word Interface: toolbars, menus, and task pane
- Document Skills: creating, saving, closing, and navigating documents
- Basic Text Editing: cut, copy, paste, undo, redo, clipboard, spell check
- Character Formatting: font types, font size, bold, italics, highlighting, applying formats
- Paragraph Formatting: alignment, spacing, revealing formatting, copying formats, indenting
- Printing: print preview, web page preview, printing, envelopes and labels
- Appendix: Using Microsoft Word Help