

MICROSOFT WORD V2003 INTRODUCTION COURSE OUTLINE PART 1 IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who have very little or no working knowledge of Microsoft Word.

Topics to be covered

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| Starting Microsoft Word | Alignment of text Centre Left Right Justify |
| Overview of the screen Menu bar Toolbars | Spell checking |
| Creating new documents | Grammar checking |
| Page setup Paper size Page orientation Margins Page breaks | Saving documents |
| Typing in text | Closing documents |
| Editing text | Opening documents |
| Deleting text | Printing documents |
| Undo and redo feature | |
| Changing the appearance of text Bold Italics Underline Font size Typeface | |



