

MICROSOFT WORD V2003 INTRODUCTION COURSE OUTLINE PART 2 IT TUTOR-LED TRAINING COURSE

Course Duration - 3 Hours

Target Audience

This course is designed for people who have some working knowledge of Microsoft Word or have attended part 1 of the Introduction course.

Topics to be covered

Copy and paste text

Cut and paste text

Tabs

- Creating tabs

- Setting left, right, centre or decimal tabs

- Dot leader tabs

- Modify tabs

- Removing tabs

- Changing existing tabs

Indents

- Creating Indents

- Modifying indents

- Bullets and Numbering

- Creating bullet points

- Creating numbered points

- Modifying bullet points

- Modifying numbered points

Autocorrect

Autotext

