

# Microsoft Word 2002 – Level 1

## Course Objectives

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The main objective of this courseware is to introduce you to the basic commands, functions, and capabilities of Microsoft Word. It is designed for computer users who are new to word processing, or who only plan to use Word occasionally.

- access the Help feature and use the Office Assistant
- create and edit documents
- save, open and close documents
- move efficiently within one document or multiple documents
- preview and print documents
- apply formatting to text and paragraphs
- move and copy text
- set and adjust tabular columns
- set margins
- control the flow of the text
- add automatic page numbering
- create numbered lists and bulleted lists
- proofread and correct your documents
- use the Find and Replace feature
- create envelopes and labels

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## Courseware Outline

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### The Basics of Word

#### Overview

- What is Word Processing?
- What is Word?

#### The Word Screen

- Using the Word Menus
- Using the Word Toolbars

#### Entering and Editing Text

- Moving the Insertion Point
- Using the Scroll Bar
- Saving a New Document
- Starting a New Document
- Saving an Existing Document
- Closing a Document
- Opening a Document
- Switching Between Documents

### Formatting Text

#### Selecting Text

- Using the Selection Bar

#### Editing Text

- Replacing Selected Text
- Using Undo
- Using Redo
- Using Repeat
- Using Cut, Copy and Paste
- Using the Clipboard
- Moving Text Using Drag-and-Drop
- Using the Paste Options Button

#### Formatting Characters

- Formatting with the Toolbar
  - Formatting with the Font Command
  - Highlighting Text
  - Using the Format Painter
- #### Varying Text Case

### Formatting Paragraphs

#### Aligning Text

#### Setting Tabs

- Aligning Text with Tabs
- Setting Tabs on the Ruler
- Setting Tabs with Leaders

#### Customizing the View

- Adjusting the Zoom
- #### Indenting Paragraphs
- Using the Paragraph Command
  - Using the Formatting Toolbar

#### Adding Bullets and

- Numbering
  - Customizing the Lists
  - Creating Outlines
- #### Setting Line Spacing

### Formatting the Page

#### Changing the Paper Size

#### Automatic Page Numbering

- Inserting Page Breaks

#### Adding Borders

- Adding Shading

#### Changing Margins

#### Aligning Text Vertically

### Proofing Your Documents

#### Proofing Your Document

- Using AutoCorrect
- Checking the Spelling and Grammar
- Using the Thesaurus

#### Using Time Savers

- Inserting the Date and Time

- Using AutoText
- Inserting Symbols and Special Characters

#### Finding and Replacing Items

- Finding Items
- Replacing Items

### Getting Ready to Publish

#### Printing Documents

- Previewing the Document
- Printing a Document
- Creating Envelopes
- Creating Labels

#### Preparing for the Web

- Viewing Web Documents
- Sending a Word Document via E-Mail