



Core Training for Microsoft® Office Word 2003

Course Description

The course will offer an instructor-lead classroom/workshop experience with supporting hands-on exercise. The course will focus on the Core (Basic) elements of MS Word 2003. The course will be presented using the latest version of JAWS.

Objectives

To introduce the student to the Core elements in Word 2003 and the application of these skills in the daily use of MS Word 2003

Course Content

1. Working with Documents

- Getting Started with Word
- Creating, Saving, and Closing Documents
- Opening and Viewing Existing Documents
- Deciding Which View to Use When

3. Changing the Appearance of Text

- Changing the Look of Characters
- Changing the Look of Paragraphs
- Creating and Modifying Lists
- Formatting Text as You Type
- Changing the Look of Characters and Paragraphs with Styles

5. Working with Tables and Columns

- Presenting Information in a Table
- Formatting Table Information
- Working With Table Data
- Presenting Text in Columns

2. Editing and Proofreading Documents

- Editing Documents
- Using Text-Entry Shortcuts
- Finding and Replacing Text
- Using an Outline to Rearrange Paragraphs
- Finding and Replacing
- Checking Spelling and Grammar

4. Arranging and Printing Documents

- Control a Documents Design with a Template
- Changing a Document's Background
- Changing a Documents Theme
- Preview and Print a Document
- Controlling What Appears on Each Page

6. Increasing Efficiency

- Customizing a Menu
- Customizing a Toolbar
- Changing Settings for All Documents



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Who Should Attend

Persons using Jaws and MS Word on a regular basis to access, edit and create all types of MS Word documents.

Prerequisites

A familiarity with the Windows environment and the basic operation of Jaws

Course Duration

2 Days (8:30 to 12:00 – 12:30 to 16:00)