

Course overview:

Word 2002 Introduction

(C813eng)



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company**

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Overview and objectives

This one-day course is designed to introduce users to Word 2002, the latest version of the popular word processing application from Microsoft and part of the Office XP suite. Users will learn how to create, modify and print documents. This entirely 'hands on' course includes specially prepared exercises that give participants practical experience of using Word's tools.

Who should attend?

New or intending users of Word 2002 who want to gain a good understanding of the software in a short space of time.

Course prerequisites

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required, gained either by previous experience or by attendance on a "PC Fundamentals" course.

Getting Started with Word 2002

- Start a Word session • Identify the different elements of the Word screen • Display and select items from menus and toolbars • Exit Word

Getting Assistance with Word 2002

- Use the Office Assistant to get help • Use the Contents, Answer Wizard and Index to get help • Manipulate the Help window • Use the Ask a Question box • Display What's this? help

Creating a Document

- Start a new document • Enter text • Change page display modes • Insert the date and time • Use Save and Save As • Save an AutoRecover file automatically • Recover a document if Word stops working • Close a document • Locate and open an existing document • Delete a document • Create a new folder

Editing a Document

- Navigate through a document • Select text and insert new text • Use Click-and-Type • Type over existing text • Delete text • Use the Undo, Redo and Repeat commands • Insert symbols and special characters • Use the automatic spelling checker • Use a template to create a new document • Create a new document using a wizard

Moving and Copying Text

- Cut, Copy and Paste using the Windows and Office Clipboards • Use the Paste Options smart tag to change the format of pasted text • Use drag-and-drop to move and copy text • Use Paste Special to paste data in a particular format • Open more than one document • Copy data from one document to another

Working with Margins and Paragraphs

- Set margins • Use indentation options • Align text in paragraphs • Set line and paragraph spacing options • Change tab stop settings • Set tabs with leaders • Remove paragraph formats

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Working with Fonts

- Select and change font and font size • Apply font formats (bold, underline and italics) • Apply character effects and colours • Set character spacing options • Copy formats using the Format Painter • Remove text enhancements

Viewing and Printing a Document

- Set page orientation and paper size • Align text vertically • Insert page breaks • Change the zoom level and view a document in full screen mode • Use Print Preview • Print a document • Print the current page, selected text or a range of pages • Cancel a print job

Glossary

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