

# Microsoft Word XP/2003

## - Basic Skills Course -

### Course Description.



This course is designed to provide staff with an introduction and understanding of the main features of **Microsoft Word XP/2003**. You will be shown tools and techniques used to create large or small documents such as passages of text, letters and tables of data. You will build upon the combination of useful techniques throughout the course as new aspects are introduced in each section. On completion of the course, you will have the basic skills necessary to use **Word** effectively in your work.

### Objectives.

You will learn many aspects of editing and formatting text documents using the tools provided in **Word XP/2003** including:

- ✓ Creating new documents.
- ✓ Opening existing document.
- ✓ Editing and selecting text.
- ✓ Scrolling, searching and replacing.
- ✓ Formatting text appearance and alignment.
- ✓ Using indentations.
- ✓ Inserting bulleted and numbered lists.
- ✓ Inserting and formatting tables.
- ✓ Headers and footers.
- ✓ Proofing tools and Word Count.
- ✓ Inserting graphics, shapes and images.
- ✓ Previewing the document.
- ✓ Printing the document on paper.
- ✓ Mail merge.
- ✓ Converting a document to another format.

### Pre-requisites.



Any introductory knowledge of using the computer in a Windows™ environment will be an advantage although no specialised knowledge of computers or Microsoft Office is necessary. This course will cover the basic aspects of using Word XP/2003 and illustrate techniques discussed using examples in each section.