

## **Word 2003 Basic** Ref: WD23BA

**Days of training:** 1

**Prerequisites:** Windows 2000: Basic or equivalent experience

### **Getting started**

Exploring the Word window  
Creating and saving documents  
Getting Help

### **Editing documents**

Opening and navigating in documents  
Automated tasks  
Editing text  
The Undo and Redo commands

### **Moving and copying text**

Selecting text  
Cutting, copying, and pasting text  
Finding and replacing text

### **Formatting characters and paragraphs**

Character formatting  
Using tabs  
Paragraph formatting  
Advanced paragraph formatting

### **Creating and managing tables**

Creating tables  
Working with tables  
Modifying tables

### **Controlling page layout**

Creating headers and footers  
Working with margins  
Working with page breaks

### **Proofing and printing documents**

Checking spelling and grammar  
Previewing and printing documents

### **Web features**

Saving documents as Web pages  
Working with hyperlinks  
E-mailing documents

### **Appendix A: Instant messaging**

Sending and receiving instant messages

### **Appendix B : Alternative user input**

Speech recognition  
Handwriting recognition  
Working with Office Document Imaging