

WORD 2002 – LEVEL 1 OUTLINE

COURSE REQUIREMENTS
COMPONENTS OF THE MANUAL
TRAINING FILES
WHAT'S NEW IN WORD 2002?

LESSON 1 - WORD BASICS

- 1.1 STARTING WORD
- 1.2 THE WORD ENVIRONMENT
- 1.3 OPENING AN EXISTING DOCUMENT
- 1.4 ENTERING TEXT INTO A DOCUMENT
- 1.5 CORRECTING MISTAKES
- 1.6 NAVIGATING A DOCUMENT
- 1.7 CREATING A NEW DOCUMENT
- 1.8 SAVING A DOCUMENT
- 1.9 MOVING BETWEEN DOCUMENTS
- 1.10 CLOSING A DOCUMENT AND EXITING MICROSOFT WORD

LAB 1 – ON YOUR OWN

LESSON 2 - EDITING TEXT

- 2.1 SELECT TEXT
- 2.2 COPYING AND PASTING TEXT
- 2.3 CUTTING AND PASTING TEXT
- 2.4 USING DRAG-AND-DROP
- 2.5 USING THE OFFICE CLIPBOARD
- 2.6 FINDING AND REPLACING TEXT
- 2.7 CHECKING SPELLING AND GRAMMAR
- 2.8 INSERTING SYMBOLS
- 2.9 USING UNDO AND REDO

LAB 2 – ON YOUR OWN

LESSON 3 - FORMATTING TEXT

- 3.1 USE THE FORMATTING TOOLBAR
- 3.2 USING THE FONT DIALOG BOX
- 3.3 USING FORMAT PAINTER
- 3.4 USING CHARACTER EFFECTS
- 3.5 USING TEXT EFFECTS
- 3.6 ADDING A DROP CAP
- 3.7 INSERTING THE DATE AND TIME

LAB 3 – ON YOUR OWN

LESSON 4 - WORKING WITH PARAGRAPHS

- 4.1 ADDING BORDERS TO A PARAGRAPH
- 4.2 ADDING SHADING TO A PARAGRAPH
- 4.3 ALIGNING TEXT

- 4.4 ADJUSTING LINE SPACING
 - 4.5 ADJUST SPACING BETWEEN PARAGRAPHS
 - 4.6 INDENTING PARAGRAPHS
 - 4.7 SETTING TABS WITH THE RULER
 - 4.8 CHANGING TABS
 - 4.9 SETTING TABS USING THE TABS DIALOG BOX
 - 4.10 CREATING A BULLETED LIST
 - 4.11 CREATING A NUMBERED LIST
 - 4.12 CREATING A HANGING INDENT
- LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH PAGES

- 5.1 CREATING A HEADER AND FOOTER
 - 5.2 MODIFYING A HEADER AND FOOTER
 - 5.3 SETTING MARGINS
 - 5.4 SETTING PAGE ORIENTATION
 - 5.5 SETTING PAPER SIZE
 - 5.6 INSERTING/MODIFYING PAGE NUMBERS
 - 5.7 INSERTING AND REMOVING PAGE BREAKS
 - 5.8 INSERTING A WATERMARK
 - 5.9 PREVIEWING A DOCUMENT
- LAB 5 – ON YOUR OWN

LESSON 6 - PRINTING A DOCUMENT

- 6.1 SETTING PRINTER OPTIONS
 - 6.2 PRINTING AN ENVELOPE
 - 6.3 PRINTING LABELS
- LAB 6 – ON YOUR OWN
- INDEX