

## **Microsoft Word 2003 Training**

Custom Computers & Consulting  
519 Cherokee Dr  
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(502) 664-6207  
[www.CustomCompConsult.com](http://www.CustomCompConsult.com)

### **Beginning (6-8 hours)**

- MS Word Basics (Screen, Menu)
- Shortcut Menus, Toolbars & ToolTips
- Using Help
- Changing Views & Full Screen
- Creating, Saving, & Opening Files
- Spell Checker, AutoCorrect
- Previewing & Printing Files
- Basic Editing, Deleting, Undeleting, Redoing
- Click & Type
- Formatting Text (Fonts, Point Size, Color)
- Using the Format Painter
- Adjusting Margins/Line Spacing/Alignment
- Reveal Formatting
- Setting Tabs, Changing Case, Page Breaks
- Indenting, Centering, Right-Aligning Text
- Moving & Copying Text (Drag & Drop)
- Using the Office Clipboard
- The Thesaurus & Grammar Checker
- Creating Bookmarks
- Printing Envelopes
- Document Recovery
- Mailing Labels
- The Letter Wizards
- Using and Creating Templates
- Applying Themes
- Smart Tags

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### **Intermediate (6-8 hours)**

- Widows & Orphans
- Protecting Text Blocks
- Page Numbering
- Headers & Footers
- Inserting Fields
- Find & Replace
- Copying & Moving Between Files
- Using the Office Clipboard

- Columns (Newspaper)
  - Creating Borders
  - Creating Drop Caps
  - Mail Merge
  - Outlines
  - Bullet and Number Lists
  - Inserting Hyperlinks
  - Creating/Editing Templates
  - Comments
  - AutoText
  - Macros
  - File Management & Properties
  - Tracking & Reviewing Changes
  - Compare & Merge Documents
  - Protecting Documents
  - File Versions
  - Using AutoSummarize
  - Translating Text
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### **Advanced (6-8 hours)**

- Working with Tables
- Performing Math
- Importing Spreadsheets
- Linking Files
- Clipart, AutoShapes, WordArt
- Using the Drawing Toolbar
- Adding Diagrams & Charts
- Watermarks & Text Boxes
- Sorting & Selecting Merge Records
- Creating Mailing Labels
- Using & Creating Styles
- Adding Footnotes/Endnotes
- Cross-Referencing Text
- Creating an Index
- Inserting Table of Contents
- Master & Sub Documents
- Sending Documents
- Creating Web Pages
- Customizing the Toolbar
- Setting Program Options

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