

Introduction to Word-processing (Microsoft Word 2002)

Level 1

Course Information:

1. Word Essentials

1. Word 2002 Overview
2. Starting Word 2002
3. The Word 2002 Screen
4. The Long And The Short Of Menus
5. The Three Menu Selection Methods
6. Shortcut Menus
7. Understanding Settings
8. Exiting From Word

2. Working With Documents

1. Documents Overview
2. Opening An Existing Document
3. Moving The Insertion Point
4. Navigating A Document
5. Views Of A Document
6. Viewing The Task Pane
7. Closing A Document
8. Returning To A Previous Document

3. Modifying A Document

1. Modifying A Document Overview
2. Inserting Text
3. Overwriting Text
4. Saving An Existing Document
5. Printing The Document
6. Saving As

4. Creating A Document

1. Creating A Document
2. Creating A Blank Document
3. Typing Text Into A New Document
4. Typing Numbers
5. Inserting A Date
6. Saving A New Document
7. Completing The Document

5. Essential Formatting

1. Essential Formatting Overview
2. Selecting Text Using The Mouse
3. Selecting Text Using The Keyboard

4. Bold, Italics And Underlining
5. Changing Alignments
6. Changing Spacing

6. Working With Text

1. Text Overview
2. Inserting A Paragraph
3. Deleting Text
4. Undoing Actions
5. Inserting Symbols
6. Finding And Replacing Text

7. Copying And Moving

1. Copying And Moving Overview
2. Copying And Pasting Text
3. Cutting And Pasting Text
4. Copying With Drag And Drop
5. Pasting Between Documents
6. Pasting Multiple Entries

8. Text Formatting

1. Text Formatting Overview
2. Changing Fonts
3. Changing Spacing Between Paragraphs
4. Indenting Text
5. Aligning Text
6. Hyphenation
7. Colouring Text
8. Using The Format Painter

9. WordArt

1. Overview Of WordArt
2. Creating WordArt Text
3. Editing WordArt Text
4. Aligning And Resizing
5. Using WordArt Tools
6. Colouring WordArt

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