

# Word 2002 : Level 1

Course length: 9 hours



## Course Description

**Overview:** Students enrolling in this course will learn the basics for creating and revising business documents using Word 2002. Topics covered include creating a document, editing text, formatting text, adding tables, using Word timesavers, and displaying and printing options.

### Prerequisites: *Windows Introduction*

This course assumes that you are familiar with the benefits of using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and able to use Windows to manage information on your computer. Specifically, you should be able to navigate to information stored on the computer, manage files and folders, and work with multiple windows at one time

**Delivery Method:** Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

**Benefits:** After taking this course, students will be able to create, edit, format, add tables to, and print basic business documents using Word 2002.

**Target student:** The target student for this course is someone who is comfortable with the Windows environment, and who needs to learn the basics of Word 2002 for getting his or her work done.

## Performance-Based Objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- You will create a simple document, save a document, use some automatic text features for entering text, and access online help.
- You will edit a document using a variety of techniques.
- You will change the appearance of a document by applying various character formats and effects.
- You will change the appearance of a document by applying various paragraph formats and effects.
- You will manipulate the layout of text by creating columns and adding a table.
- You will use Word's templates and wizards, proofing tools, and special characters to efficiently do your work.
- You will apply and remove formatting that affects entire pages, previews, and the printing of a document.

## Course Content

### Lesson 1: Creating a Document

- 1A: Enter Text
- 1B: Save a Document
- 1C: Use Automatic Text Features
- 1D: Obtain Online Help

### Lesson 2: Editing Text

- 2A: Open an Existing Document
- 2B: Delete Blocks of Text
- 2C: Move and Copy Text
- 2D: Copy Multiple Items

### Lesson 3: Formatting Text

- 3A: Apply Character Formats
- 3B: Change the Font and Font Size
- 3C: Add Highlighting and Color to Text
- 3D: Copy Text Formatting
- 3E: Paste Options

### Lesson 4: Formatting Paragraphs

- 4A: Change Paragraph Alignment
- 4B: Change Line Spacing Within a Paragraph
- 4C: Add a Border and Shading to a Paragraph
- 4D: Set a Custom Tab
- 4E: Add Indents

4F: Create Numbered and Bulleted Lists

4G: Create an Outline Numbered List

### Lesson 5: Adding Tables

- 5A: Create a Table
- 5B: Change Table Structure
- 5C: Add Table Borders and Shading
- 5D: AutoFormat a Table

### Lesson 6: Using Word Timesavers

- 6A: Create a New Document Using a Template
- 6B: Create a New Document Using a Wizard
- 6C: Insert a Symbol
- 6D: Insert the Date or Time
- 6E: Find and Replace Text
- 6F: Check Spelling and Grammar
- 6G: Replace a Word Using the Thesaurus

### Lesson 7: Setting Page Display and Printing Options

- 7A: Preview a Document
- 7B: Set the Page Orientation
- 7C: Create Headers and Footers
- 7D: Change Margins
- 7E: Insert a Page Break
- 7F: Align Text on a Page
- 7G: Print a Document

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