



MICROSOFT WORD 2002 (BASIC)

Duration

Single session of 3 hrs

Course Outline

Lesson 1: File Handling

- Create a new document
- Saving a document
- Opening an existing document
- Closing documents

Lesson 2: Working with text

- Selecting text using the mouse
- Deleting text
- Inserting text
- Finding & Replacing text

Lesson 3: Moving And Copying

- Cut
- Moving text - 'Drag and Drop'
- Copy
- Moving and copying between documents

Lesson 4: Text Formatting

- Changing text attributes using Toolbar
- Format menu/Font

Lesson 5: Paragraph Formatting

- Text alignment
- Indenting text
- Line spacing

Lesson 6: Word Tools

- Spell checking
- AutoCorrect

Lesson 7: Tabs

- Setting Tabs using the ruler

Lesson 8: Page Set-up

Changing the paper size and orientation
Changing the margins in a document

Lesson 9: Printing

Print Preview
Printing