



**THE
ENTERPRISE
CENTRE**

**Word 2003
Introduction
ENT1505**

2 Days

Workshop Goal

This **two day** hands-on workshop will help participants become efficient in the basic concepts and commands of Microsoft Word. By creating a solid foundation of knowledge, participants will be better equipped to investigate more advanced commands on their own.

Topic Outline

Exploring Word
Getting Help
Working with Document Views
Using Basic Document Skills
Using Basic Text Editing
Inserting Dates and Symbols
Using Character Formatting
Using Paragraph Formatting
Indenting Paragraphs
Using Numbers and Bullets
Printing
Checking Spelling and Grammar
Using Find and Replace
Using AutoCorrect
Using AutoText
Using Styles
Setting Tabs
Working with Headers and Footers
Using Document Formatting
Using Section Breaks

Recommended Prior Learning

Completion of the **Windows Introduction** workshop or equivalent knowledge. This workshop introduces participants to concepts and features fundamental to Microsoft Windows and common to all Window applications.