



Word 2003 : Basic **Second Edition**

Topic-Level Outline

Days: 1

Prerequisites: *Windows 2000: Basic* or equivalent experience

Unit 1: Getting started

Topic A: Exploring the Word window

Topic B: Creating and saving documents

Topic C: Getting Help

Unit 2: Editing documents

Topic A: Opening and navigating in documents

Topic B: Automated tasks

Topic C: Editing text

Topic D: The Undo and Redo commands

Unit 3: Moving and copying text

Topic A: Selecting text

Topic B: Cutting, copying, and pasting text

Topic C: Finding and replacing text

Unit 4: Formatting characters and paragraphs

Topic A: Character formatting

Topic B: Using tabs

Topic C: Paragraph formatting

Topic D: Advanced paragraph formatting

Unit 5: Creating and managing tables

Topic A: Creating tables

Topic B: Working with tables

Topic C: Modifying tables

Unit 6: Controlling page layout

Topic A: Creating headers and footers

Topic B: Working with margins

Topic C: Working with page breaks

Unit 7: Proofing and printing documents
Topic A: Checking spelling and grammar
Topic B: Previewing and printing documents

Unit 8: Web features
Topic A: Saving documents as Web pages
Topic B: Working with hyperlinks
Topic C: E mailing documents

Appendix A: Instant messaging
Topic A: Sending and receiving instant messages

Appendix B: Alternative user input
Topic A: Speech recognition
Topic B: Handwriting recognition
Topic C: Working with Office Document Imaging

Appendix C: Microsoft Office Specialist exam objectives maps
Topic A: Specialist exam objectives
Topic B: Expert exam objectives