



Microsoft Word 2003 Basic

1.0 Interface Review

- 1.1 Reviewing the Toolbar
- 1.2 Reviewing the Menus
- 1.3 Customizing Options
- 1.4 Changing the View
- 1.5 Establishing Headers and Footers
- 1.6 Using Zoom
- 1.7 Chapter Review Test

2.0 Getting Started

- 2.1 Typing and Formatting Text
- 2.2 Checking Spelling and Grammar
- 2.3 Using Cut, Copy and Pastes
- 2.4 Working with the Clipboard
- 2.5 Creating Numbered Lists
- 2.6 Creating Bulleted Lists
- 2.7 Creating a Custom List
- 2.8 Saving a File
- 2.9 Printing a File
- 2.10 Chapter Review Test

3.0 Working with Tables

- 3.1 Adding and Navigating a Table
- 3.2 Adding Columns and Rows
- 3.3 Creating Shading and Borders
- 3.4 Merging and Splitting Cells
- 3.5 Editing Widths and Heights
- 3.6 Performing Calculations
- 3.7 Chapter Review Test

4.0 Page Customization and Settings

- 4.1 Establishing Margins and Columns
- 4.2 Working with Tabs
- 4.3 Formatting Paragraphs
- 4.4 Formatting the Page
- 4.5 Using Autocorrect
- 4.6 Using AutoText
- 4.6 Chapter Review Test

5.0 Basic Tasks

- 5.1 Using Find and Replace
- 5.2 Inserting an Image
- 5.3 Including Breaks and Comments
- 5.4 Including Document Details
- 5.5 Chapter Review Test