



Training Solutions, Inc.

Microsoft Word 2002 Basics Course Outline

Section 1 - Word Basics

- What's New in 2002
- Starting Word and Screen Elements
- Menus and Dialog Boxes
- Entering Text
- Understanding File Folders
- Saving a File
- Moving Around in a Document
- Closing a File
- Getting Help
- Exiting Word

Section 2 - Working with Files

- Opening a File
- Saving a File with a Different Name
- Selecting Text in a Document
- Inserting and Deleting Text
- Using Undo
- Creating a New Document
- Switching Between Open Files
- Views and Zooms
- Rename/Delete a File
- Previewing a Document
- Printing a Document

Section 3 - Formatting a Document

- Formatting Toolbar
- Format Font Menu
 - Repeat Key
 - Character Spacing
 - Animation
- Paragraph Formatting
 - Line Spacing
 - Use the Ruler
 - Indented Paragraphs
 - Bulleted Paragraphs
 - Numbered Paragraphs

- New Line Command
- Margins
- Paper Size and Orientation

Section 4 - Editing a Document

- Edit and Tools Menu
- Automatic Spell & Grammar Check
- Using the Thesaurus
- Find and Replace
- Cut, Copy and Paste Text

Section 5 - Working with Tables

- Define a Table
- Sizing a Table
- Insert Rows
- Align Data
- Table AutoFormat
- Center a Table

Section 6 - Workplace

Productivity

- Create a Letter
- Create an Envelope
- Create Mail Labels
- Working with Multi-Page Documents
 - Page Breaks
 - Page Numbers
 - Headers and Footers