

# Word 2003: Basic

## Topic-Level Outline

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**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: MOS exam objectives maps**

**Topic A:** Core exam objectives

**Topic B:** Expert exam objectives