



Training Course Information

Course Name: Word 2003 for Beginners

Course Overview: This course introduces users to Microsoft Word 2003. Users will learn the basic knowledge required to competently produce documents in this program.

Topics Include:

- Getting Started
- Workspace
- Page Orientation
- Editing
- Formatting
- Spelling & Grammar
- Page Numbers
- Saving
- Printing

Pre-Requisites: Basic computing knowledge

What's Next? Word 2003 Basics

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.