



## Training Course Information

---

<b>Course Name:</b>	Word 2003 Basics
<b>Course Overview:</b>	This course covers the basics and commonly used features of Microsoft Word 2003.
<b>Topics Include:</b>	<ul style="list-style-type: none"><li>• View Modes</li><li>• Bullets &amp; Numbering</li><li>• Inserting Symbols</li><li>• Tables</li><li>• Borders &amp; Shading</li><li>• Headers &amp; Footers</li><li>• Find &amp; Replace Text</li><li>• Images &amp; ClipArt</li><li>• WordArt</li></ul>
<b>Pre-Requisites:</b>	Word 2003 for Beginners or equivalent knowledge
<b>What's Next?</b>	Word 2003: Beyond the Basics
<b>Note:</b>	Each course can be tailored and/or combined with other courses to suit the client's needs.