

Operate a Word Processing Application – Word 2003

ICAU1129B



**Ref No:
Elements of
Competency**

DDICAU29A

Create documents

- Open word processing application and create/open document and add data according to information requirements
- Use document templates as required
- Use simple formatting tools when creating the document
- Save document to correct directory

Customise basic settings to meet page layout conventions

- Adjust page layout to meet information requirements
- Open and view different toolbars
- Change font format to suit the purpose of the document
- Change alignment and line spacing according to document information requirements
- Modify margins to suit the purpose of the document
- Open and switch between several documents

Format document

- Use formatting features and styles as required
- Highlight and copy text from another area in the document or from another active document
- Insert headers and footers to incorporate all necessary data
- Save document in another file format
- Save and close document to disk

Create tables

- Insert a standard table into a document
- Change cells to meet information requirements
- Insert and delete columns and rows as necessary
- Use formatting tools according to style requirements

Add images

- Insert appropriate images in a document and customise as necessary
- Position and resize images to meet the document formatting needs

Use mail merge

- Create simple mailing list in layout suitable for merging
- Create or select another document for merging
- Mail merge list with other document

Print documents

- Preview document in print preview mode
- Select basic print settings
- Print document or part of the document from printer

No of Pages

211

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| Audience | This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the core unit of ICAU1129B Operate a Word Processing Application (Word 2003 Introduction). This manual is a learning resource and is not an assessment tool. |
| Pre-requisites | Basic keyboarding skills. |
| Course Length | In a training environment this manual is suitable for approximately 2 days. |
| Course Structure | The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk accompanies the manual. A course disk contains the necessary files to complete the manual. |

Operate a Word Processing Application

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Elements of Competency

Introduction

Starting Word

The Screen

Opening a Document

Opening a Second Document

Viewing Open Documents

Using the Taskbar

Closing a Document

Shortcuts

The Recent File List

Moving Around

Mouse Techniques

Keyboard Techniques

Go To

Creating a Letter

Click and Type

Inserting a Date

Typing the Letter

Saving a Document

The Places Bar

Editing Practice

Spelling and Grammar

Spelling Options

Deleting a Word

Grammar

Correcting as you Type

Checking a whole document

Personalised Menus

Menu Elements

Changing Menu Options

Menu Animations

Printing a Document

Print Preview

Zoom

The Zoom Icon

Printing

Printing Multiple Pages on One Page

Formatting Text

Selecting Text

Character Formatting

Format, Font

Text Animation

Scaling Characters

Character Spacing and Kerning

Changing Case

Correcting Text as you Type

Formatting Exercise

AutoCorrect

Using Predefined Entries

Creating an AutoCorrect Entry

Skill Builder

Exceptions

INitial CAPs

Deleting AutoCorrect

Deleting Exceptions

Paragraph Formats

Alignments

Indents

Using the Ruler for Indents

Numbered Lists

Numbering Type

Customising a Numbered List

Numbering Spacing

Bullets

Bullet Type

Using a Picture Bullet

Bullet Spacing

Paragraph Formatting Exercise

Borders and Shading

The Tables and Borders Toolbar

A Custom Border

Removing a Border

A Shadow Border

Shading

Text Borders

Page Borders

Page BorderArt

Paragraph Spacing

Keyboard Shortcuts

Copying and Moving Text

Copying Text

Moving Text

Dragging Text

Exercises – Copying and Moving

Collect and Paste

The Clipboard Toolbar

Clearing the Clipboard

Clipboard Options

Tables

Inserting a Table

The Table icon

The Completed Table

Centering the Heading

Formulas

A Second Table

Formatting the Table

Changing Column Widths

Changing Row Heights

Inserting a Column

Text Direction

Text Alignment

Inserting a Row

Splitting Cells

Deleting Rows and Columns

AutoFormat

Table Borders

Deleting a Table

Drawing a Table

Using the Eraser
Moving and Sizing a Table

Automatic Formatting

Ordinals and Fractions
Automatic Formats
Automatic Bullets
Automatic Numbers
Automatic Tables

The Office Assistant

Asking a Question
Displaying Topics
Printing a Topic
Other Search Places
Assistant Options

Document Formatting

Margins
Landscape Printing
Page Breaks

Headers and Footers

Typing a Header
Header Icons
Typing a Footer
Page Numbering
Using AutoText in the Footer
Inserting the Filename

AutoFormats

The Style Gallery

Tabs

Types of Tabs
Before you Start
Editing the Tabs
Leader Characters

Using Views

Print Layout View
Outline View
Reading Layout View
Zoom Control

Drop Caps

Margin Drop Caps

Merge Documents

Example - the Main Document
Starting the Merge
Field Names
New Address List
Typing the Main Document
Previewing the Letters
Performing the Merge
Exercise - Mail Merge

Find and Replace

Finding Text
Find Options
Finding all Occurrences
Replacing Text

Styles

Style Characteristics
Applying Styles
Updating Styles
Creating New Styles
Adding Styles to the Template
Viewing the Style Area

AutoText

Creating an AutoText Entry
Storing an AutoText Entry
Using the AutoText Entries

Sorting

Sorting Text or Numbers
Sorting Tables

Synonyms

Using the Thesaurus

Symbols

Inserting Symbols
Choosing a different Font Set

Pictures

Inserting a Picture
Previewing a Clip
Inserting the Picture
Moving the Picture

Revision One**Revision Two****Appendix**

Character Quick Keys
Paragraph Quick Keys
Inserting Breaks
Other Handy Keys