

# Operate a Word Processing Application – Word 2002

ICAU1129A



**Ref No:**  
**Elements of**  
**Competency**

**DDICAU29X**

## **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**

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

<b>No of Pages</b>	220
<b>Audience</b>	This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the core unit of ICAU1129A Operate a Word Processing Application (Word 2002 Introduction). This manual is a learning resource and is not an assessment tool.
<b>Pre-requisites</b>	Basic keyboarding skills.
<b>Course Length</b>	In a training environment this manual is suitable for approximately 2 days.
<b>Course Structure</b>	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 – Word 2002

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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

**Document Templates**

Creating the Document  
Format Painter  
Inserting a Hyperlink  
Modifying the Toolbar  
Saving a Document as a Web Page

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

Character Quick Keys  
Paragraph Quick Keys  
Inserting Breaks  
Other Handy Keys