

# **Microsoft Word 2003 Contents**

---

## **Module 1**

### **Chapter 1: Introduction to Microsoft Word**

Getting Started.....	1-1
Looking at the Menus.....	1-2
The Toolbars.....	1-3
Formatting Text .....	1-3
Changing the Format of Text.....	1-5
Looking at Special Text Effects .....	1-7
Screen Views .....	1-8
Learning the Word Processor .....	1-9
Entering a Sentence .....	1-9
Word Wrapping .....	1-11
Deleting Text .....	1-13
Changing the Writing Styles.....	1-15
Adding a Heading.....	1-16
Other Ways of Highlighting Text.....	1-18
Saving Your Document.....	1-21
Printing Your Work .....	1-22
Finishing With Microsoft Word.....	1-23
<b>Word Processing Assignment 1.....</b>	<b>1-24</b>

### **Chapter 2: Aligning Text**

Loading a Prepared Document .....	2-1
Line Spacing.....	2-2
Justifying Text .....	2-4
Centre Justified Text .....	2-5
Right Justified Text .....	2-5
Full Justified Text.....	2-6
Left Justified Text.....	2-7

Tab Stops.....	2-7
The Ruler Units .....	2-8
Setting Left Justified Tab Stops.....	2-9
Changing Tab Stop Positions .....	2-10
Removing Tab Stops.....	2-11
Centre Justified Tab Stops.....	2-12
Right Justified Tab Stops.....	2-13
Using the Tabs Dialogue Box .....	2-14
Looking at the Tab Presses .....	2-15
<b>Word Processing Assignment 2 .....</b>	<b>2-16</b>

## Chapter 3: Spell Checking Documents

Loading a File Containing Spelling Mistakes .....	3-1
Checking the Spelling of the Document .....	3-2
Manually Changing Words.....	3-4
Saving the Document .....	3-5
Counting the Words in a Document.....	3-6
Using the Thesaurus .....	3-7
Using Spelling Shortcuts.....	3-9
Quick Spell Checking.....	3-9
Automatically Correcting Words .....	3-11
Entering Phrases From One Word .....	3-13
Removing Automatically Correcting Words .....	3-14
AutoCorrect Exceptions.....	3-15
Changing the Case of Words.....	3-15
<b>Word Processing Assignment 3 .....</b>	<b>3-17</b>

## Chapter 4: Moving Text

Cursor Movements .....	4-1
Loading a Sample Document.....	4-1
The Scroll Bars.....	4-2
Scrolling .....	4-3
Inserting Page Breaks .....	4-5
Removing Inserted Page Breaks .....	4-7
Inserting Page Numbers.....	4-7
Copying Text.....	4-9
Pasting Text .....	4-9

Moving Text .....	4-12
Using Cut and Paste.....	4-12
Using Drag and Drop.....	4-14
Selecting all the Text .....	4-16
Copying Text from one Document to Another .....	4-17
Displaying Two Files on the Screen.....	4-18
<b>Word Processing Assignment 4 .....</b>	<b>4-20</b>

## **Chapter 5: Find and Replace**

Finding Text .....	5-1
Loading a Sample Document.....	5-1
Finding a Word .....	5-1
The Find Options.....	5-2
Moving the Find and Replace Dialogue Box.....	5-3
Finding Whole Words.....	5-4
Match Case .....	5-5
Search Direction.....	5-7
Replacing Text.....	5-8
Replace All .....	5-10
Practice Exercise 5-1 .....	5-11
The Go To Command.....	5-11
<b>Word Processing Assignment 5 .....</b>	<b>5-13</b>

## **Chapter 6: Margins and Indents**

Page Margins .....	6-1
Loading a Sample Document .....	6-1
Changing Margins Using Page Setup .....	6-2
Manually Adjusting Page Margins Using the Ruler.....	6-3
Page Indents.....	6-6
The First Line Indent Marker .....	6-7
Hanging Indents.....	6-9
Setting Paragraph Spacing.....	6-12
Entering the Second Point .....	6-13
Copying Formats.....	6-14
Looking at the Ruler Measurements .....	6-15
<b>Word Processing Assignment 6 .....</b>	<b>6-16</b>

## Chapter 7: Bulleted and Numbered Lists

Turning on Automated Lists.....	7-1
Entering the Points.....	7-3
Formatting the Bullets .....	7-5
Adjusting the Indents .....	7-6
Custom Bullets.....	7-7
Numbered Lists .....	7-9
Setting the List to Numbers .....	7-9
Lettered Number Lists .....	7-10
Customizing Numbered Lists.....	7-11
Renumbering Lists .....	7-12
<b>Word Processing Assignment 7 .....</b>	<b>7-16</b>

## Chapter 8: Headers, Footers and Footnotes

Headers and Footers .....	8-1
Loading the Prepared Document .....	8-1
Inserting a Header .....	8-2
Inserting a Footer.....	8-4
Adjusting Headers and Footers.....	8-6
Title Pages.....	8-7
Inserting a Page.....	8-7
Previewing the Document.....	8-10
Setting the Title Page.....	8-11
Page Borders.....	8-12
Footnotes .....	8-14
Entering the First Footnote.....	8-14
Entering the Second Footnote.....	8-15
Entering a Footnote Including a Degrees Symbol .....	8-17
Deleting Footnotes.....	8-19
Converting Footnotes To Endnotes .....	8-20
Inserting a Third Page.....	8-20
Converting the Footnotes .....	8-21
<b>Word Processing Assignment 8 .....</b>	<b>8-22</b>

### **Chapter 9: Placing Text in Columns**

Loading a Prepared Article.....	9-1
Setting Text into Two Columns .....	9-1
Preliminary Settings.....	9-1
Setting the Columns.....	9-2
Justifying the Text.....	9-3
Inserting a Column Break.....	9-4
Adding a Header and Footer.....	9-6
Formatting the Date .....	9-7
Previewing the Page.....	9-9
Using More Than Two Columns.....	9-9
Removing a Column Break .....	9-9
Inserting New Columns .....	9-10
Inserting New Column Breaks .....	9-10
Automatically Levelling Columns.....	9-13
Adjusting Columns .....	9-15
Adding Lines Between Columns .....	9-15
Manually Adjusting Column Widths .....	9-16
<b>Word Processing Assignment 9 .....</b>	<b>9-18</b>

### **Chapter 10: Drawing Tools**

The Drawing Toolbar.....	10-1
Drawing a Rectangle.....	10-2
Resizing Shapes .....	10-2
Drawing Other Shapes .....	10-3
Objects.....	10-4
Deleting Objects.....	10-4
Copying Objects.....	10-6
Moving Objects .....	10-7
Filling Objects.....	10-8
Removing Fill Colours.....	10-10
The Line Palettes .....	10-11
Line Colour.....	10-11
Line Styles.....	10-11
Dash Styles .....	10-12

Looking at the Other Drawing Tools.....	10-13
Inserting Word Art .....	10-13
AutoShapes.....	10-17
Fill Effects.....	10-20
Placing Text Over AutoShapes .....	10-21
Gradient Fills.....	10-23
Shadow Effects.....	10-24
3-D Effects.....	10-24
Grouping Objects.....	10-25
<b>Word Processing Assignment 10 .....</b>	<b>10-26</b>

## Chapter 11: Inserting Images Into Documents

Inserting a Clip Art Image .....	11-1
Changing the Size of the Image .....	11-2
Using the Picture Tool Bar .....	11-3
Colour.....	11-4
Contrast and Brightness .....	11-5
Cropping Images .....	11-5
Rotate Left 90° .....	11-6
Line Style .....	11-7
Compress Pictures .....	11-7
Text Wrapping.....	11-8
Format Picture.....	11-10
Copying and Pasting Images.....	11-11
Inserting Clip Art Into Documents.....	11-13
Loading the Document .....	11-13
Inserting a Clip Art Image.....	11-14
Resizing the Image .....	11-15
Text Wrapping the Image .....	11-15
Adding a Watermark Image .....	11-17
<b>Word Processing Assignment 11 .....</b>	<b>11-21</b>

## Microsoft Word Project 1 (Multi-user only)

Job Application Task .....	P1-1
----------------------------	------

## Module 2

### Chapter 12: Using Tab Stops

Using Tab Stops to Enter a Discount Table .....	12-1
Setting Left Justified Tab Stops.....	12-1
Removing Tab Stops.....	12-2
Setting a Right Justified Tab Stop .....	12-2
Setting Decimal Tab Stops .....	12-3
Completing the Table .....	12-3
Centre Justified Tab Stops.....	12-4
Adjusting Tab Stops .....	12-5
Using Tab Stops to Create Underlines.....	12-8
Setting the Tab Positions.....	12-8
Setting the Leader Characters.....	12-9
Creating a Contents Page.....	12-10
Entering the Main Headings.....	12-10
Setting the Tab Stop and Leader Character .....	12-11
<b>Word Processing Assignment 12 .....</b>	<b>12-15</b>

### Chapter 13: Using the Table Tools

Entering the Heading .....	13-1
Inserting the Table.....	13-1
Changing Column Widths .....	13-2
Merging Cells.....	13-3
The Tables and Borders Toolbar .....	13-4
Shading Cells .....	13-5
Row Heights .....	13-6
Vertical Alignment .....	13-6
Completing the Table.....	13-7
Selecting the Whole Table .....	13-8
Moving Tables.....	13-9
Deleting a Table .....	13-10

Using the Draw Table Tool.....	13-10
Constructing the Table .....	13-10
Distributing the Row Height .....	13-14
Erasing lines .....	13-15
Completing the Table .....	13-17
Vertical Text .....	13-19
Table Borders .....	13-21
Selecting the Border .....	13-21
Setting the Border Colour and Thickness .....	13-22
Adding a Blank Line above a Table.....	13-24
<b>Word Processing Assignment 13 .....</b>	<b>13-25</b>

## Chapter 14: Adding Tables to Documents

Loading the Prepared Document.....	14-1
Inserting a Table .....	14-1
Adjusting the Column Widths .....	14-3
Entering Data into the Table .....	14-4
The Headings .....	14-4
Shading the Headings.....	14-6
Adding the First Equipment Item.....	14-6
Setting Decimal Tab Stops.....	14-7
Adding Extra Rows .....	14-9
Deleting Rows or Columns .....	14-10
Inserting Rows Within the Table .....	14-11
Inserting Columns .....	14-12
Entering Formulas .....	14-14
Printing .....	14-16
Sorting Table Items.....	14-17
Changing the Border Colour.....	14-19
Using Table Autoformat .....	14-21
<b>Word Processing Assignment 14 .....</b>	<b>14-23</b>

### **Chapter 15: Using Sections**

Sections Within Pages.....	15-1
Loading a Sample File.....	15-1
Creating the First Section .....	15-1
Completing the Banner.....	15-3
Creating the Third Section .....	15-5
Adding a Drop Cap Letter .....	15-7
Adding Lines to the Document.....	15-9
Looking at the Section Breaks.....	15-11
Using Sections Over More Than One Page .....	15-12
Loading the Sample File .....	15-12
Looking at the Document.....	15-12
Looking at the Page Setup.....	15-14
Adding a Header and Footer to Section 1.....	15-16
Altering the Header and Footer for Section 2 .....	15-18
<b>Word Processing Assignment 15 .....</b>	<b>15-22</b>

### **Chapter 16: Using Styles**

Loading a Sample File .....	16-1
Using Preset Styles .....	16-1
Creating Your Own Styles.....	16-2
Setting the Formats.....	16-2
Saving the Style.....	16-3
Applying Styles.....	16-4
The Advantages of Style .....	16-6
Creating Styles for the Numbered Points.....	16-7
Setting the Format .....	16-7
Applying the Style.....	16-9
The Lettered Points Style .....	16-11
Setting the Formats.....	16-11
Saving the Style.....	16-12
Applying the Style.....	16-12
Selecting All Instances .....	16-13
Updating Styles .....	16-14
Renaming Styles .....	16-17
Deleting Styles .....	16-18
Showing Style Names in a Document.....	16-19

Printing Styles.....	16-21
Copying Styles to Other Documents.....	16-21
The Style Gallery .....	16-25
<b>Word Processing Assignment 16 .....</b>	<b>16-26</b>

## Chapter 17: Creating a Table of Contents

Loading the Prepared File.....	17-1
Setting the Styles .....	17-1
The Main Heading Style .....	17-1
The Paragraph Style .....	17-2
The Sub-Heading Style .....	17-3
Applying the Styles.....	17-4
The Sub-Headings .....	17-4
The Articles.....	17-5
Creating the Table of Contents .....	17-6
Inserting a Section Break .....	17-6
Inserting the Table of Contents.....	17-7
Setting Page Numbers .....	17-9
<b>Word Processing Assignment 17 .....</b>	<b>17-12</b>

## Chapter 18: Adding Charts to Documents

The Datasheet Table .....	18-2
Entering the Data .....	18-2
Removing the Sample Data.....	18-2
Entering the Data.....	18-3
Formatting the Datasheet Values.....	18-6
Adding a Chart Title .....	18-7
Altering the Data.....	18-8
Placing the Chart in a Document.....	18-8
Editing Charts.....	18-9
Opening Microsoft Chart.....	18-9
The Chart Toolbar.....	18-10
Setting the Chart Type .....	18-10
Legends, Gridlines and Labels .....	18-12
Changing the Shading of Charts.....	18-13
Importing Charts.....	18-16
<b>Word Processing Assignment 18 .....</b>	<b>18-18</b>

### **Chapter 19: Publishing Tasks**

The Thumbnail Sketch.....	19-2
Page Setup .....	19-3
Laying out the Page .....	19-4
Setting the Screen Views.....	19-4
Drawing the Table .....	19-5
Entering the Main Heading .....	19-11
Entering the First House Details.....	19-12
Entering the Other House Details.....	19-15
Frame D.....	19-15
Frame E .....	19-16
Frame F.....	19-17
Completing the Address Section.....	19-18
Setting a Right Page Border .....	19-20
Adding a Watermark Graphic.....	19-22
<b>Word Processing Assignment 19 .....</b>	<b>19-25</b>

### **Chapter 20: Mail Merging**

Creating the Database.....	20-1
Selecting the Document Type .....	20-2
Setting the Recipients .....	20-3
Starting the Database .....	20-3
Deleting Fields .....	20-4
Renaming Fields .....	20-4
Adding Extra Fields .....	20-5
Entering the Data .....	20-6
Looking at the Data.....	20-9
Entering the Form Letter.....	20-10
Merging the Data into the Letter.....	20-11
The Address Details .....	20-11
Inserting the Salutation Fields.....	20-14
Inserting the Contribution Field.....	20-15
Looking at the Merged Data.....	20-16

Printing the Form Letter.....	20-18
Printing With Merging.....	20-18
Merging to a New Document .....	20-20
Printing Without Merging.....	20-21
Merging Part of the Data.....	20-22
Selecting the New Data Source.....	20-22
Entering a Search Request.....	20-23
Looking at the Found Records.....	20-24
Merging Letters to People Who Contributed Over \$100 .....	20-24
Setting a More Detailed Search.....	20-26
Practice Exercise 20.1.....	20-27
Returning all the Records to the Merge List.....	20-27
<b>Word Processing Assignment 20 .....</b>	<b>20-28</b>

## Chapter 21: Mailing Labels and Envelopes

Creating Mailing Labels .....	21-1
Loading the File .....	21-1
Setting the Mailing Labels Document .....	21-1
Entering the Label Options .....	21-2
Placing Fields into the Labels .....	21-3
Print the Labels .....	21-5
Printing on Envelopes .....	21-6
Setting the Envelope Document.....	21-6
Laying Out the Envelopes.....	21-6
Completing the Envelopes .....	21-8
Printing the Envelopes.....	21-9
Restoring to a Normal Document.....	21-9
<b>Word Processing Assignment 21 .....</b>	<b>21-10</b>

## Chapter 22: Useful Features

Outlining .....	22-1
Loading the Sample File .....	22-1
Setting the Screen to Outline View.....	22-1
Collapsing Sections .....	22-2
Moving Sections of Text.....	22-3
Promoting and Demoting Sections of Text .....	22-4
Collapsing and Expanding Sections of Text .....	22-7

AutoSummarise.....	22-8
Displaying a Document Summary.....	22-8
Highlighting Key Points.....	22-10
Setting a Table of Contents in a Web Page.....	22-11
Saving the Page.....	22-11
Setting a Navigation Frame .....	22-11
Filling the Frames .....	22-12
Checking the Links.....	22-14
Saving as a Web Page.....	22-14
The Save Options .....	22-15
Creating a Backup Copy File .....	22-15
Passwords.....	22-17
Using Wizards.....	22-19

### **Microsoft Word Project 2 (Multi-user only)**