Microsoft Word 2003 Contents

Module 1

Chapter 1: Introduction to Microsoft Word

Chapter 2: Aligning Text

Chapter 3: Spell Checking Documents

Chapter 4: Moving Text

Chapter 5: Find and Replace

Chapter 6: Margins and Indents

Chapter 7: Bulleted and Numbered Lists

Chapter 8: Headers, Footers and Footnotes

Chapter 9: Placing Text in Columns

Chapter 10: Drawing Tools

Chapter 11: Inserting Images Into Documents

Microsoft Word Project 1 (Multi-user only)

Module 2

Chapter 12: Using Tab Stops

Chapter 13: Using the Table Tools

Chapter 14: Adding Tables to Documents

Chapter 15: Using Sections

Chapter 16: Using Styles

Chapter 17: Creating a Table of Contents

Chapter 18: Adding Charts to Documents

Chapter 19: Publishing Tasks

Chapter 20: Mail Merging

Chapter 21: Mailing Labels and Envelopes

Chapter 22: Useful Features

Microsoft Word Project 2 (Multi-user only)