



COMPUTER TRAINING NETWORK

Microsoft Word 2003 Basics

COURSE DESCRIPTION: Students will learn how to create and edit documents, move and copy text, format characters and paragraphs, create and manage tables, control page layout, and use proofing tools. They'll also learn how to work with Word's integrated Web and e-mail features. This course is approved courseware for Microsoft Office Specialist certification.

COURSE LENGTH: 7 hours

PREREQUISITES: Students taking this course should be familiar with personal computers and the use of a keyboard and a mouse.

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Topic B: Handwriting recognition

Topic C: Working with Office Document Imaging

Appendix C: Microsoft Office Specialist exam objectives maps

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