



Microsoft Office Specialist Word 2003 Core

Course Objective

The Microsoft Office Specialist (Office Specialist) Certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Candidate will be train on using features in Microsoft Word 2003 as a word processing

Prerequisite:

Working knowledge in computer

Certificate Of Attendance :

Certificate Of Attendance will be awarded to students completing the course achieving minimum 75% attendance.

Training Methodology & Materials:

- 100% hands-on.
- Well-designed exercises/sessions to enhance further understanding of the courseware

Key terms and conditions to enjoy SDF / SRP assistance: *

- Singaporean OR Permanent Resident
- Must attain minimum of 75% attendances
- Must sit for Microsoft Office Specialist examination

*Please visit www.sdf.gov.sg or www.srp.org.sg for full terms and conditions

Training Duration:

Total Training Hours : 32 hours

Full-Time : 9am to 6pm (4 days)

Part-Time : 6.30pm to 10.30pm (8 sessions, twice a week)

Course Training Fee :

Course Fee : \$478 without SDF ; \$254 after SDF

Registration Fee : \$25

SRP grant are available.

Contact us for more details.

DETAILED COURSE OUTLINE

1. Introduction

- 1.1. Overview
 - 1.1.1. What is Word Processing?
 - 1.1.2. What is Word?
- 1.2. Looking at the Screen
 - 1.2.1. Using the Word Menus
 - 1.2.2. Moving Around Dialog Boxes
 - 1.2.3. Using the Word Toolbars
 - 1.2.4. Identifying Screen Symbols
 - 1.2.5. Using Task Panes
- 1.3. Entering and Editing Text
 - 1.3.1. Moving Around in the Document
- 1.4. Managing Your Files
 - 1.4.1. Saving Documents
 - 1.4.2. Using Document Summaries
 - 1.4.3. Starting a New Document
 - 1.4.4. Switching Between Documents
 - 1.4.5. Saving in a Different Location
 - 1.4.6. Closing a Document
 - 1.4.7. Opening a Document
 - 1.4.8. Organizing Your Files

2. Formatting Text

- 2.1. Selecting Text
 - 2.1.1. Using the Selection Bar
 - 2.1.2. Selecting Text in Different Areas
- 2.2. Editing Text
 - 2.2.1. Replacing Selected Text
 - 2.2.2. Using Undo
 - 2.2.3. Using Redo
 - 2.2.4. Using Repeat
 - 2.2.5. Using Cut, Copy and Paste
 - 2.2.6. Using the Clipboard
 - 2.2.7. Moving Text Using Drag-and-Drop
 - 2.2.8. Using the Paste Options Button
- 2.3. Formatting Characters
 - 2.3.1. Formatting with the Toolbar
 - 2.3.2. Formatting with the Font Command
 - 2.3.3. Highlighting Text
 - 2.3.4. Using the Format Painter
 - 2.3.5. Changing Text Case
 - 2.3.6. Changing the Character Spacing
 - 2.3.7. Hiding Text

DETAILED COURSE OUTLINE**3. Formatting Paragraphs**

- 3.1. Aligning Text
- 3.2. Setting Tabs
 - 3.2.1. Setting Tabs on the Ruler
 - 3.2.2. Setting Tabs with the Tabs Command
- 3.3. Indenting Paragraphs
 - 3.3.1. Setting Indents with the Paragraph Command
 - 3.3.2. Adjusting the Indents
- 3.4. Organizing List Information
 - 3.4.1. Customizing the Lists
 - 3.4.2. Adding Outline Numbering to Existing Text
 - 3.4.3. Creating Outlines
- 3.5. Setting the Line Spacing

4. Formatting the Page Layout

- 4.1. Organizing Document Views
 - 4.1.1. Customizing the View
 - 4.1.2. Adjusting the Zoom
 - 4.1.3. Splitting Windows
 - 4.1.4. Arranging Panes
- 4.2. Changing the Paper Size
 - 4.2.1. Changing the Orientation
 - 4.2.2. Changing Margins
 - 4.2.3. Aligning Text Vertically
- 4.3. Controlling the Text Flow
 - 4.3.1. Inserting Line Breaks
 - 4.3.2. Inserting Page Breaks
 - 4.3.3. Hiding the White Space
- 4.4. Adding Borders and Shading
 - 4.4.1. Adding Borders
 - 4.4.2. Adding Shading

5. Getting Ready to Print

- 5.1. Proofing Your Document
 - 5.1.1. Using AutoCorrect
 - 5.1.2. Checking the Spelling and Grammar
 - 5.1.3. Using the Thesaurus
- 5.2. Searching for Information
 - 5.2.1. Finding Items in the Document
 - 5.2.2. Finding a Page in the Document
 - 5.2.3. Using the Research Tool
 - 5.2.4. Replacing Items
- 5.3. Using Time Savers
 - 5.3.1. Inserting the Date and Time
 - 5.3.2. Using AutoText
 - 5.3.3. Inserting Symbols and Special Characters
- 5.4. Printing Documents
 - 5.4.1. Previewing the Document
 - 5.4.2. Printing a Document
- 5.5. Creating Envelopes and Labels
 - 5.5.1. Creating Envelopes
 - 5.5.2. Creating Labels

6. Adding Design Elements

- 6.1. Working with Section Breaks
- 6.2. Using Headers and Footers
 - 6.2.1. Inserting Page Numbers
 - 6.2.2. Creating Headers and Footers
 - 6.2.3. Alternating Headers and Footers

6.3. Formatting with Styles

- 6.3.1. Creating Styles
- 6.3.2. Applying Styles to Text
- 6.3.3. Modifying Styles
- 6.3.4. Deleting Styles
- 6.3.5. Revealing the Formatting
- 6.4. Working with Columns
 - 6.4.1. Modifying the Columns

7. Working with Tables

- 7.1. Using Tables
 - 7.1.1. Drawing a Table
 - 7.1.2. Inserting a Table
 - 7.1.3. Working with Text
- 7.2. Manipulating Items
 - 7.2.1. Selecting Items in the Table
 - 7.2.2. Adjusting the Width or Height
 - 7.2.3. Inserting & Deleting Rows/Columns
 - 7.2.4. Merging and Splitting Cells
- 7.3. Formatting the Table
 - 7.3.1. Using AutoFormat
 - 7.3.2. Modifying the Borders and Shading
- 7.4. Converting Text to a Table

8. Working with Objects

- 8.1. Inserting Pictures
 - 8.1.1. Inserting Clip Art Images
 - 8.1.2. Inserting Pictures from a File
- 8.2. Manipulating Pictures
 - 8.2.1. Sizing a Picture
 - 8.2.2. Changing the Properties for a Picture
 - 8.2.3. Moving a Picture
- 8.3. Working with Chart Objects
 - 8.3.1. Using a Datasheet
 - 8.3.2. Customizing Charts
 - 8.3.3. Changing the Chart Type
 - 8.3.4. Modifying Chart Objects
- 8.4. Creating Drawing Objects
 - 8.4.1. Drawing Lines or Rectangles
 - 8.4.2. Drawing Arrows
 - 8.4.3. Adding Autoshares
 - 8.4.4. Inserting Text Boxes
- 8.5. Customizing Objects
 - 8.5.1. Enhancing Objects
 - 8.5.2. Arranging Objects
- 8.6. Drawing Diagrams

9. Working with Others

- 9.1. Preparing for the Web
 - 9.1.1. Saving Documents as Web Pages
 - 9.1.2. Using Hyperlinks
 - 9.1.3. Viewing Web Documents
- 9.2. Sending a Word Document via E-mail
 - 9.2.1. Sending a Document in the E-Mail Attachment
 - 9.2.2. Sending a Word Document as an Attachment
- 9.3. Reviewing Documents
 - 9.3.1. Comparing and Merging Documents
 - 9.3.2. Inserting Comments
 - 9.3.3. Tracking Revisions
 - 9.3.4. Sending a Document to Other for Review