

# Microsoft Word 2003

## Chicago Computer Classes



### Course Description

Microsoft Word is a *word processing* software that allows users to create, edit, and save documents. You can even create documents for future use and store them until they are needed.

Books are included for Chicago classes only. Each class is 2 hours; however, there will be times when class runs over. If you need to reschedule, *please call and email 24 hours in advance. Otherwise you will be charged.*

If you are taking 2 classes at the same time, one hour per subject. There is no extra charge if class runs over.

### Prerequisites

No prerequisites. The ability to use the mouse with basic mouse commands, (*click, right-click, double click*)

### Who is this class for?

Novices, beginners, and those who want to improve their computer skills for the job market with an instructor by their side giving them 110%! A real instructor will give you knowledge and help in person.

### Benefits

You will gain knowledge and skills to successfully create documents in any office or home setting using versions 97-2003 Microsoft Word.

## Learning Objectives

MS Word's graphical user interface GUI (*pronounced gooey*)

A-M	N-Z
Aligning Text: Left, Right, Center	Close Entire Document & Start Over
Bold, Italicize & Underline	Delete an Incorrect character/word/phase
Center Paragraph	Display Formatting Marks
Change font, size & color of Selected Font	Enter Blank Lines into a Document
Create a document from scratch	Increase Default font size
Cut, Copy, & Paste	Open, Close, Save, Save As a Document
Formatting characters	Quit Microsoft Word
Save/Save As	Save a New Document
Formatting paragraphs	Select a Graphic, Photo or ClipArt
Maximize & Restore a Window	Save an Existing Document w- <i>Same File Name</i>
Minimize & Restore Windows	Select a word, line or paragraphs
Page Setup	Tools, Options
Print Preview	Undo & Redo text and actions
Show & Hide	Where to Obtain Help in MS Word
Spell Check	View, Toolbars
Toolbars	Zoom Page Width & Making Adjustments

. . . and much, much more!

### Join us for class today!

Sign up for MS Word – Chicago!

Click on this link and you can register today!

Have you classes customized just for you.

<http://lbbtraining.com/chicagoword.aspx>