

# SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

## Introduction to Microsoft Word 2000 - 2003

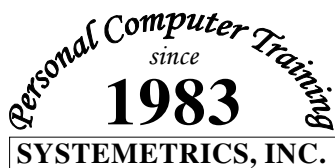
**Duration:** 1 day (6 hours)

**Prerequisite(s):** Familiarity with the Windows environment and using a mouse.

**Environment:** Microsoft Windows

**Version(s):** All through Word 2003.  
Taught using Word 2003.

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Word.



**SYSTEMETRICS, INC.**  
95 Sockanosset Crossroad  
Cranston, Rhode Island 02920

**Telephone: (401) 275-2200**

**Who Should Take This Seminar:** *Introduction to Microsoft Word 2000 - 2003* is designed to introduce the student to Microsoft Word, the popular word processing software. Upon completion of this seminar the student will be able to create and edit documents, save and retrieve files, and print documents. This seminar should not be taken by those using Word 2007 or 2010. Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200, extension 121.

---

### Seminar Outline

---

#### I. Using Basic Word Processing Features

- A. Creating a new document
- B. Revising an existing document
- C. Entering text
- D. Saving a document
- E. Moving the insertion point within a document
- F. Deleting text
- G. Restoring deleted text

#### II. Formatting Documents

- A. Changing the format
- B. Setting and using tabs
- C. Centering text
- D. Underlining and boldfacing text
- E. Using manual and automatic page breaks
- F. Opening multiple documents
- G. Moving and copying text within documents
- H. Moving and copying text between documents
- I. Checking spelling
- J. Using find and replace
- K. Saving a document

#### III. Maximizing Your Efficiency

- A. Using templates and wizards
- B. Using AutoCorrect
- C. Using AutoText

#### IV. Printing Documents

- A. Establishing print settings
- B. Viewing a document before printing
- C. Printing a document