

# MOS Core Word 2003

The course will enable the user to work with Word features to a good high Intermediate level. Topics will include:

## Inserting and Modifying Text

- Insert, modify, and move text and symbols
- Apply and modify text formats
- Correct spelling and grammar usage
- Apply font and text effects
- Enter and format Date and Time
- Apply character styles
- Creating and Modifying Paragraphs
- Modify paragraph formats
- Set and modify tabs
- Apply bullet, outline, and numbering format to paragraphs
- Apply paragraph styles
- Formatting Documents
- Create and modify a header and footer
- Apply and modify column settings
- Modify document layout and Page Setup options
- Create and modify tables
- Preview and Print documents, envelopes, and labels
- Managing Documents
- Manage files and folders for documents
- Create documents using templates
- Save documents using different names and file formats
- Working with Graphics
- Insert images and graphics
- Create and modify diagrams and charts
- Workgroup Collaboration
- Compare and Merge documents
- Insert, view and edit comments
- Convert documents into Web pages