



# CenterPoint Solution, LLC

Call Toll Free: 888-576-0334

## MICROSOFT® WORD® - BEGINNING LEVEL

### *Course Description:*

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office® Word® 2003 courses. It will provide you with the basic concepts required to produce basic business documents.

### *Who Should Take This Course:*

Persons with a basic understanding of Microsoft® Windows® who need to learn how to use Microsoft® Word® 2003 to create, edit, format, lay out, and print standard business documents complete with tables and graphics.

### *Achieved Results:*

You will create, edit, and enhance standard business documents using Microsoft® Office Word 2003.

### *Course Outline:*

- Creating a Basic Document
- Editing Text in a Document
- Formatting Fonts
- Formatting Paragraphs
- Check Spelling and using a Thesaurus
- Creating Tables
- Inserting ClipArt, Symbols and Water Marks
- Page Margins and Breaks