

## **Word 2002 Foundation Overview**

### **Starting Word 2002 and manipulating files**

- What is Word 2002?
- Opening a file in Word 2002
- Saving a file and using “save as”
- Closing a Word 2002 document

### **Starting to use Word 2002**

- The office assistant
- The Word 2002 screen
- Moving through a Word document
- The Word 2002 menu bar and drop down menus
- Word 2002 toolbars
- Floating toolbars in Word 2002
- The Word 2002 status bar
- Entering text into a Word 2002 document
- Click and type
- Word 2002 selection techniques
- Deleting text
- Different Word 2002 views
- Full screen view
- Zoom
- Undo and repeat
- Help
- Keyboard shortcuts

### **Font formatting**

- What is Word 2002 font formatting?
- Bold and italics
- Underlining text
- Highlighting text
- Changing case
- Drop caps
- Text effects
- Font formatting - keyboard shortcuts

### **Paragraph formatting**

- Format paragraph
- Paragraph formatting shortcuts
- Aligning text in a document
- Indenting
- Bullets and numbering

### **Page formatting**

- What is page formatting?
- Page margins
- Page size and orientation
- Page breaks
- Headers and footers
- Numbering pages

### **Introducing tables and columns**

- Creating a table
- Columns

### **Proofing tools within Word 2002**

- Spell checking
- The thesaurus

### **Using the clipboard**

- What is the clipboard?
- Copy
- Cut
- Paste

### **Printing**

- Printing within Word 2002
- Print setup
- Printing options
- Print preview

### **For further information contact:**

**Phone:** 559-346-0801

**Cell:** 559-392-1786

**email:** [training@wattleweb.com](mailto:training@wattleweb.com)

**URL:** [www.wattleweb.com](http://www.wattleweb.com)