

Microsoft Office Specialist Word 2003

Creating Content	<ul style="list-style-type: none"> Insert and edit text, symbols, and special characters Insert frequently used and pre-defined text Navigate to specific content Insert, position, and size graphics Create and modify diagrams and charts Locate, select, and insert supporting information 	7 hours
Organizing Content	<ul style="list-style-type: none"> Insert and modify tables Create bulleted lists, numbered lists, and outlines Insert and modify hyperlinks 	7 hours
Formatting Content	<ul style="list-style-type: none"> Format text Format paragraphs Apply and format columns Insert and modify content in headers and footers Modify document layout and page setup 	7 hours
Collaborating	<ul style="list-style-type: none"> Circulate documents for review Compare and merge documents Insert, view, and edit comments Track, accept, and reject proposed changes 	7 hours
Formatting and Managing Documents	<ul style="list-style-type: none"> Create new documents using templates Review and modify document properties Organize documents using file folders Save documents in appropriate formats for different uses Print documents, envelopes, and labels Preview documents and Web pages Change and organize document views and windows 	7 hours
		35 hours total

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job-retention
services
are provided