

## Microsoft Word 2003: Level 1

*Microsoft Word 2003: Level 1* covers the basic features of Word 2003 including creating and editing a basic document, formatting text and paragraphs, and adding tables and graphic elements.

<b>Price</b>	\$52 Nonmembers / \$39 Members
<b>Course Credits</b>	N/A
<b>Prerequisites</b>	None
<b>Required Software</b>	Internet Explorer 6.0 or higher
<b>Required Hardware</b>	Computer with sound capability

### Additional Notes

**Please note:** This course includes narration that will require a computer with sound capabilities. While there is captioning available, you will get much more out of these courses if you have a computer with sound capabilities.

### Learning Objectives

This course covers the following topics:

- Creating a basic document
- Editing a document
- Formatting documents, text, and paragraphs
- Proofing
- Adding tables and graphic elements
- Controlling page appearance