



MICROSOFT WORD 2003 CORE EXAM OBJECTIVES

1. Inserting and Modifying Text

- 1.1. Insert, modify, and move text and symbols
- 1.2. Apply and modify text formats
- 1.3. Correct spelling and grammar usage
- 1.4. Apply font and text effects
- 1.5. Enter and format Date and Time
- 1.6. Apply character styles

2. Creating and Modifying Paragraphs

- 2.1. Modify paragraph formats
- 2.2. Set and modify tabs
- 2.3. Apply bullet, outline, and numbering format to paragraphs
- 2.4. Apply paragraph styles

3. Formatting Documents

- 3.1. Create and modify a header and footer
- 3.2. Apply and modify column settings
- 3.3. Modify document layout and Page Setup options
- 3.4. Create and modify tables
- 3.5. Preview and Print documents, envelopes, and labels

4. Managing Documents

- 4.1. Manage files and folders for documents
- 4.2. Create documents using templates
- 4.3. Save documents using different names and file formats

5. Working with Graphics

- 5.1. Insert images and graphics
- 5.2. Create and modify diagrams and charts

6. Workgroup Collaboration

- 6.1. Compare and Merge documents
- 6.2. Insert, view and edit comments
- 6.3. Convert documents into Web pages