Microsoft

Word 2003

M O D U L E 1

Elli & Funt Zooo

Purchases as of

Dec 16, 2022

Code# Product#

12343 Lama Food

25341 Elephant Tooth Brush

43441 monkey play

23452 Cleanup shovels

67542 snake toe nail

76544 Bedding hay

45674 Transport wagon

34565 Food warmer

34566 Tea pot

**Notes:**

Save your documents to OneDrive and access them from any device knowing your files are protected against digital attacks with built-in ransomware detection.

These exercise cover all the important features that the student has learnt in the following section

* Getting started
* Starting Word 2003
* Getting familiar with the word 2003 screen
* Getting help
* Creating a new document
* Saving and opening a new document
* Closing a document and existing Word
* Starting to use Word 2003
* Exploring text option in word 2003
* Inserting overtyping and deleting text
* Selection techniques
* Moving and copying text
* Using Undo and redo
* Viewing a document
* Using reading layout
* Formatting character
* Changing the Font and Font size
* Formatting text
* Using Drop Caps
* Formatting paragraph

* Aligning Text in A document
* Indentating
* Creating Bullet and number list
* Adjusting line or paragraph spacing
* Adding border and shading to paragraph
* Using TAB