

MICROSOFT Word 2000

Level 1 - Beginning

This course provides an introduction to Word 2000. The students will be exploring basic document formatting skills. This course covers many of the features that can make everyday tasks quicker and easier allowing students to perform tasks more efficiently.

Upon Completion of this course students will be familiar with and have skill to:

Looking At Word

- Understanding Word
- Examining The Project
- Using Word
- Examining The Working Screen
- Navigating Documents
- Entering Text
- Saving Files

Using Editing Functions

- Selecting And Replacing Text
- Understanding Toolbars And Menus
- Working With Text
- Using The Clipboard
- Using Drag-and-drop
- Finding And Replacing Text
- Checking Spelling And Grammar
- Using Other Grammar Rules

Formatting Text

- Working With Fonts
- Adjusting Point Size
- Changing Font Attributes
- Applying Character Effects
- Aligning Text

Using Formatting Techniques

- Applying Borders And Shading
- Applying Bullets And Numbering
- Indenting Paragraphs
- Using Format Painter
- Working With Graphics
- Modifying Graphics

Working With Files And Folders

- Using Folders
- Working With Folders
- Finding Files
- Using Multiple Views
- Exploring Views

Using Wizards And Templates

- Understanding Wizards And Templates
- Using A Wizard
- Replacing Fields In Templates
- Creating A Document From A Template

Printing Documents

- Understanding Non-printing Characters
- Previewing Documents
- Working With Margins And Alignment Adjusting Print Settings
- Printing Documents
- Exiting Word

Application Project

- Real Estate Summary

Using Help

- Using The Help Window
- Using The Contents Card
- Using The Answer Wizard
- Working With The Index
- Using Context-sensitive Help

Common Tools And Shortcuts

- Standard Tools
- Formatting Tools
- Navigation Shortcuts

