

MICROSOFT Word 2000

Level 2 - Intermediate

This course covers many of the features that can make everyday tasks quicker and easier. The student will learn how to use the automatic features of Word, work with graphics, create and modify tables and work with many of Word's advanced features.

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

Preparing Documents

- Looking At This Course
- Examining The Project
- Formatting Page Setup
- Applying Borders And Shading
- Working With AutoText
- Using AutoCorrect
- Working With Symbols

Using Word Elements

- Understanding Headers And Footers
- Using Tabs
- Inserting Automatic Page Numbers
- Understanding Styles
- Applying Styles

Laying Out A Document

- Inserting Text From Another File
- Working With Indents
- Using Breaks And Spacing
- Inserting Columns
- Understanding Sections
- Using Outline Numbered Lists

Working With Graphics

- Using Graphics
- Modifying Graphics
- Inserting A Graphic And Setting Options
- Using The Drawing Toolbar
- Working With Text Boxes

Creating Tables

- Understanding Tables
- Inserting Tables
- Working In Cells
- Formatting Tables
- Applying Formatting Techniques
- Working With Borders And Shading

Working With Word Features

- Looking At WordArt
- Using WordArt
- Editing WordArt
- Previewing Documents

Exploring Output Options

- Preparing And Printing Envelopes
- Working With Labels
- Preparing A Document For The Web
- Working With Hyperlinks
- Sending A Document Via E-mail

Application Project

- Advertising Mail-out

Common Tools And Shortcuts

- Standard Tools
- Formatting Tools
- Navigation Shortcuts

