

MICROSOFT Word 2000

Level 3 - Advanced

This course covers customization and automation in Word 2000. Tasks include, using master documents, field references and Macros. Students will learn how to work with tables, charts and forms and mail merging.

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

Using Word

- Looking At This Course
- Examining The Projects
- Working With Toolbars
- Exploring Styles

Using Master Documents

- Exploring Master Documents
- Using A Master Document
- Working With Expanded And Locked Documents
- Rearranging Subdocuments
- Splitting And Merging Subdocuments

Utilizing Field References

- Understanding Footnotes And Endnotes
- Inserting Footnotes And Endnotes
- Understanding Fields And Cross-references
- Using Cross-references
- Creating An Index
- Creating A Table Of Contents

Applying Formatting Techniques

- Modifying Paragraphs
- Using Formatting Techniques
- Using Headers And Footers
- Working With Text And Columns
- Using Graphics

Using Advanced Features

- Examining Macros
- Working With Macros
- Using Macros
- Understanding Revision Tools
- Collaborating With Workgroups
- Using The Track Changes Feature

Using Tables, Charts, And Forms

- Integrating Office 2000
- Working With Tables
- Exploring Worksheets
- Using Charts
- Preparing A Document For The World Wide Web
- Working With Forms
- Setting Form Options

Using Mail Merge

- Examining Mail Merge
- Creating Main Documents
- Working With Data Sources
- Formatting Labels
- Merging Data And Generating Labels

Application Project

- New Product Guide

Common Tools And Shortcuts

- Standard Tools
- Formatting Tools
- Navigation Shortcuts

