

Course overview:

Word 2000 Introduction

(C129eng)



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Overview and objectives

This intensive course is designed to introduce users to Word 2000, the latest version of the popular word processing application from Microsoft. Users will learn how to create, modify and print documents. This entirely 'hands on' course includes specially prepared exercises that give participants practical experience of using Word's tools. This Word 2000 course also instructs Year 2000 best practice.

Who should attend?

New or intending users of Word 2000 who want to gain a good understanding of the software in a short space of time.

Course prerequisites

A basic understanding of PCs and familiarity with the layout of a PC style keyboard, mouse and Windows is required, gained either by previous experience or by attendance on a "PC Fundamentals" course.

Getting started with Word 2000

- Starting Word 2000 • Word 2000 opening screen • The Title Bar • The Menu Bar • Toolbars • Scroll Bars • The Status Bar • Office Assistant • Menus • SpeedKeys • Dialogue boxes • Dialogue box elements • Exiting Word

Getting assistance with Word 2000

- Using the Office Assistant • Getting help without the Office Assistant • Manipulating the help Window • Finding out what is on the screen

Creating documents

- Creating a new document • Entering text • Entering the date and time • Year 2000 best practice • Saving documents • Saving files automatically • Closing a document on screen • Opening an existing document • Deleting files • Creating a new folder

Editing documents

- Document views • Moving the insertion point • Using Click-and-Type • Scrolling • Selecting text • Insert and Overtyping • Typing replaces selection • Deleting text • Undoing incorrect edits • Redoing and repeating edits • Case conversion • Inserting symbols and special characters • Assigning a Shortcut Key to a symbol • Creating documents using Templates and Wizards

Moving and copying text

- Moving text (Cut-and-Paste) • Copying text (Copy-and-Paste) • Using the Office Clipboard • Using Drag-and-Drop • Opening a second document • Document Window panes

Working with margins and paragraphs

- Setting page margins • What are paragraphs? • Indenting text • Aligning paragraphs • Line spacing • Paragraph spacing • The paragraph dialog box • Setting tabs • Removing paragraph formats

Working with fonts

- The Formatting Toolbar • The font dialog box • The Format Painter

Viewing and printing documents

- Landscape printing and paper size • Page breaks • Zoom • Print Preview • Printing