

Course overview:

Word 2000 Intermediate

(C130eng)



www.courseware.co.uk
sales@courseware.co.uk

Overview and objectives

Word 2000 is the latest version of the popular word processing application from Microsoft. This intensive one-day course is designed to extend users' knowledge of the software beyond the basic features. Specially prepared exercises will give users a chance to get 'hands on' experience of enhancing documents with bullets and numbering, sections, tables and graphics. This course also contains examples of Year 2000 best practice.

Who should attend?

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

Course prerequisites

Familiarity with basic features of Word 2000 is required, gained either by previous experience or by attendance on the "Word 2000 Introduction" course.

Word 2000 Intermediate

- Year 2000 Best Practice • Review exercise

Bullets and numbering

- Automatic bullets and numbering • Applying bullets and numbering to text • Customising bullets • Creating an outline list

Borders, lines and shading

- Adding borders • Removing borders and shading

Working with sections

- Creating a new section • Column formatting • Headers and footers • Page numbering

Proofing tools

- Automatic spell checking • Spell checking selected text or the whole document • Hiding spelling and grammar errors • Using the Thesaurus • Using browse • Go to • Finding and replacing text • Productivity tools • AutoCorrect • AutoText • AutoFormatting • Applying styles • Creating envelopes and labels

Tables

- Drawing a table • Creating a table • Moving the insertion point • Modifying a table • Merging cells • Splitting cells • Table borders

Graphics

- Inserting ClipArt • Using WordArt • Creating drawings • Drawing AutoShape objects • Manipulating objects • Changing the properties of objects

Word and the Internet

- Creating hyperlinks • Saving a Word document as a Web page • Creating new e-mail messages with Word • Sending documents via e-mail

gtslearning, 1998-2002. All rights reserved. All trademarks are the property of their respective owners
