

ECDL Word Processing with MS Word 2000 Module 3 A Two Day Course

Course Aims:

This course is designed to prepare students for the ECDL module 3 examination. The course will allow students to create, edit and print documents such as letters, memos and reports using Microsoft Word 2000. The course closely follows ECDL syllabus version 3.0, but can also be used in conjunction with the earlier syllabus, version 1.5.

This courseware is approved by the ECDL Foundation for use with syllabus version 3.0.

Course Outline:

Getting Started with Word 2000

- Starting Word; Word Opening Screen
- Exiting Word; Getting Assistance
- Finding Out What is on the Screen

Creating Documents

- Creating a New Document; Entering Text
- Saving Documents; Saving Files Automatically
- Closing and Opening Documents

Editing Documents

- Document Views; Moving the Insertion Point
- Using Click-and-Type; Scrolling
- Selecting Text; Insert and Overtyping
- Typing Replaces Selection; Deleting Text
- Undo, Redo and Repeat
- Inserting Symbols and Special Characters
- Inserting the Date and Time

Moving and Copying Text

- Moving and Copying Text; The Office Clipboard
- Using Drag-and-Drop
- Working with More Than One Document

Working with Fonts

Working with Paragraphs

- Aligning Paragraphs; Line Spacing
- Paragraph Spacing; Indenting Text
- Setting Tabs; The Paragraph Dialogue Box
- Bullets and Numbering; Adding Borders
- Removing Paragraph Formats; Applying Styles

Proofing Tools

- Spelling and Grammar Checker
- Using Browse; Go To; Find and Replace

Document Layout

- Setting Page Margins, Landscape Printing and Paper Size
- Page Breaks; Page Breaks and Paragraphs
- Hyphenation; Headers and Footers; Page Numbering

Viewing and Printing Documents

- Zoom; Print Preview; Printing; Cancelling Printing

Tables

- Drawing a Table; Creating a Table
- AutoFormatting a Table; Modifying a Table
- Inserting and Deleting Columns and Rows
- Changing the Width of Columns and Rows
- Changing the Alignment of a Table
- Merging Cells; Splitting Cells
- Table Borders and Shading

Mail Merge

- Creating Main and Data Documents
- Editing the Data Document
- Printing Mail Merge Documents

Graphics

- Inserting Clip Art, WordArt and Drawings
- Drawing AutoShape Objects
- Manipulating Objects; Changing Object Properties

Working with Other Applications

- Object Linking and Embedding
- Linking and Embedding MS Excel Data
- Modifying Linked and Embedded Worksheets
- Appending Text from Another Document
- Saving a File for Use in Another Application
- Saving a Word Document as a Web Page
- Creating Hyperlinks

Target Audience:

Anyone wanting to create basic documents using MS Word 2000.

Assumed Knowledge:

Basic skills in using a mouse a keyboard and MS Windows is assumed, gained either from the workplace or through attendance on a "Using the Computer and Managing Files" course.