

MS Word 2000 Introduction

A One-Day Training Course

Course Aims

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 users in Year 2000 best practice.

Course Outline

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 Dialogue Box
- Setting Tabs
- Removing Paragraph Formats

Working with Fonts

- The Formatting Toolbar
- The Font Dialogue Box
- The Format Painter

Viewing and Printing Documents

- Landscape Printing and Paper Size
- Page Breaks
- Zoom
- Print Preview
- Printing

Target Audience

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

Assumed Knowledge

A basic understanding of using PCs, a keyboard and a mouse, plus knowledge of MS Windows 95/98 is required, gained either by previous experience or by attendance on an "MS Windows 95/98 User Introduction" course.