

MS Word 2000 Intermediate

A One-Day Training Course

Course Aims

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.

Course Outline

MS 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 Clip Art
- 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

Target Audience

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

Assumed Knowledge

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