

# Microsoft Word 2000

## Module 1

### General Information

**General Description:**

This course aims to increase your productivity by providing the skills and knowledge to use Microsoft Word 2000 to create a range of documents.

**Learning Outcomes:**

At the completion of this courseware participants will be able to:

- understand how to use a mouse, work with the menu system, shortcut menus, and the desktop
- open, save, close and print documents
- insert and delete text
- use the copy, cut and paste functions
- format text in a variety of styles
- set and modify tabs
- create and modify a table
- create a data source, insert merge fields and perform a merge to either a new document or labels
- insert a graphic
- create freehand drawings
- create a number of different business and personal documents
- understand relevant health and safety issues relating to computer usage
- exit correctly from Word 2000

**Target Audience:**

This course is intended for people who wish to create a range of documents using Word 2000.

**Prerequisites:**

This course is designed for participants with little or no knowledge of the software.

**Statistics:**

14 chapters, and 128 pages.

**Approx\* Duration:**

97 exercises. Anticipated duration\* of 16.5 hours

**Course Files:**

Course files are available for this courseware and can be downloaded free of charge from **[www.watsoniapublishing.com](http://www.watsoniapublishing.com)**.

**Methodology:**

A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants create a range of documents.

**Resource Sequence:**

INF101 Microsoft Word 2000 Module 1  
INF102 Microsoft Word 2000 Module 2

*\* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants.*

*This information sheet was produced on Tuesday, September 09, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice*



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