

Microsoft Word 2000

Module 2

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 complex and automated documents.

Learning Outcomes:

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

- use the automatic and time saving functions of Word 2000
- perform complex merge operations
- create and manage styles
- format table features
- insert columns and sections
- work with headers and footers
- use outlining and the document map
- manage longer documents with index entries, tables of content, footnotes, endnotes, page numbering and more
- create and activate document fields
- create, edit and run a macro

Target Audience:

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

Prerequisites:

This course is designed for participants with some knowledge of the software including copy and paste, editing, tables, merging and graphics. Ideally, participants will have completed INF101 Microsoft Word 2000 Module 1.

Statistics:

14 chapters, and 128 pages.

Approx* Duration:

104 exercises. Anticipated duration* of 17.5 hours

Course Files:

Course files are available for this courseware and can be downloaded free of charge from **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 complex and automated documents.

Resource Sequence:

INF101 Word 2000 Module 1
INF102 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.*

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