

Microsoft Word 2000 Level 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 such as letters, memos, faxes and reports.

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
- 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:

8 chapters, and 80 pages.

Approx* Duration:

62 exercises. Anticipated duration* of 10.5 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 documents such as letters, memos, faxes and reports.

Resource Sequence:

INF103 Word 2000 Level 1
INF104 Word 2000 Level 2
INF105 Word 2000 Level 3

** 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



Table of Contents

1. Word 2000 Orientation

1. Starting Word
2. The Word 2000 Screen
3. Using Menu Commands
4. Using Keyboard Shortcuts
5. Using The Toolbars
6. Using ShortCut Menus
7. Using The Ruler
8. The Status Bar
9. Exiting From Word

2. Working With A Document

1. Opening A Document
2. Navigating With The Keyboard
3. Scrolling Through A Document
4. Document Views
5. Page Zooming
6. Simple Editing
7. Formatting Marks
8. Saving A Document
9. Print Preview
10. Printing A Document
11. Closing A Document

3. Creating A Document

1. Creating A Blank Document
2. Typing Text
3. Typing Numbers
4. Inserting A Date
5. Spelling And Grammar Checking
6. Saving A New Document
7. Creating A Document Based On A Template

4. Working With Text

1. Selecting Text Using The Mouse
2. Selecting Text Using The Keyboard
3. Insert And Overtyping Modes
4. Deleting Text
5. Cutting And Pasting
6. Copying And Pasting
7. Find And Replace
8. Using Undo

5. Formatting Text

1. Formatting Essentials
2. Bold, Italics And Underline
3. Quick Alignment
4. Instant Bullets
5. Instant Numbers
6. Increase Indent
7. Decrease Indent
8. Quick Fonts
9. Changing The Text Colour
10. Using The Format Painter
11. Line Spacing
12. Paragraph Spacing

6. Working With Tabs

1. Using Default Tabs
2. Setting Tabs On The Ruler
3. Modifying Tabs On The Ruler
4. Using The Tabs Dialog Box
5. Tab Leaders

7. Creating Tables

1. Creating A Table
2. Adding Data To A Table
3. Inserting Columns And Rows
4. Deleting Columns And Rows
5. Changing Column Widths
6. Shading And Colouring Cells
7. Modifying Borders
8. AutoFormatting A Table

8. General Computer Usage

1. Disabling The Office Assistant
2. Using Help Contents - Word 2000
3. Using The Answer Wizard - Word 2000
4. Using The Help Index - Word 2000
5. Setting Up An Ergonomic WorkStation
6. Rests, Breaks And Exercises
7. Performing Simple Backups - Word 2000

Your supplier is: