

# Microsoft Word 2000 Level 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 and enhance a range of documents such as letters, memos, faxes and reports.

### Learning Outcomes:

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

- customize Word's toolbars to suit personal preferences
- draw freehand tables
- create a table from text
- format table properties
- insert a graphic and resize, crop or move the graphic
- create a new style, apply or modify an existing style
- perform a mail merge operation to either a new document or a label
- insert section breaks
- work with headers and footers
- insert and update document fields

### Target Audience:

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

### Prerequisites:

This course is designed for participants with a basic knowledge of the software.

### Statistics:

10 chapters, and 78 pages.

### Approx\* Duration:

57 exercises. Anticipated duration\* of 9.5 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 and enhance 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. Customising Toolbars

1. Understanding Toolbars in Word 2000
2. Creating A New Toolbar
3. Adding Tools To A Toolbar
4. Deleting Tools And Toolbars

### 2. Drawing Tables

1. Drawing A Table
2. Evenly Spacing Table Lines
3. Nesting A Table

### 3. Table Features

1. Creating A Table From Text
2. Creating Formulas
3. Updating Calculations
4. Sorting Table Data
5. Merging Cells
6. Splitting Cells
7. Table Gridlines
8. Inserting An External Table
9. Table Properties
10. Changing Table Alignment
11. Wrapping Text Around A Table
12. Changing Row Height
13. Changing Column Widths
14. Changing Text Vertical Alignment
15. Stretching And Dragging Tables
16. Changing Text Direction
17. Creating A Repeating Header Row

### 4. Working With Pictures

1. Inserting A Picture
2. Moving A Picture
3. Resizing A Picture
4. Cropping A Picture

### 5. Working With Drawings

1. The Drawing Toolbar
2. Creating Drawing Objects
3. Working With Drawing Objects
4. Duplicating Drawing Objects
5. Drawing Freehand
6. Formatting And Colouring Objects

### 6. Using Styles

1. Styles
2. Applying Existing Styles
3. Creating A New Style
4. Manually Modifying A Style
5. Styles By Example
6. Automatically Modifying Styles
7. Automatically Apply Styles

### 7. Merging

1. The 4 Step Merge Process
2. The Main Document
3. The Data Source
4. Adding Merge Fields
5. Performing A Merge
6. Creating A Mailing Label Main Document
7. Merging To Labels

### 8. Sections

1. Inserting A Next Page Section Break
2. Inserting A Continuous Section Break
3. Controlling Odd And Even Section Breaks

### 9. Headers And Footers

1. Creating Headers
2. Creating Footers
3. Formatting Headers And Footers
4. Changing First Page Headers And Footers
5. Creating Odd And Even Pages
6. Creating Section Headers

### 10. Fields

1. Document Information Fields
2. Working With Fields
3. Formula Fields
4. Unlinking Fields
5. Updating Fields When Printing

Your supplier is: