

Microsoft Word 2000 Level 3

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 documents.

Learning Outcomes:

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

- use the automatic and time saving functions of Word 2000
- import a worksheet or database
- create and manage styles
- manage longer documents with index entries, tables of content, footnotes, endnotes, page numbering and more
- insert columns and balance column text
- use outlining and the document map
- perform complex merge operations
- use WordArt to enhance the appearance of published documents
- 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 documents using Word 2000.

Prerequisites:

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

Statistics:

10 chapters, and 92 pages.

Approx* Duration:

76 exercises. Anticipated duration* of 12.5 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 documents.

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.*

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