

Microsoft Word 2000

Module 1 (With Practice Extensions)

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*

97 exercises. Anticipated duration* of 16.5 hours

Duration:

13 Practice Extensions

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.

Resource Sequence:

INF151 Microsoft Word 2000 Module 1
INF152 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.*

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Module 1 (With Practice Extensions)

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