

Microsoft Word 2000 Level 2 (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 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. Ideally participants will have completed INF153 Microsoft Word 2000 Level 1.

Statistics:

10 chapters, and 78 pages.

Approx* Duration:

57 exercises. Anticipated duration* of 9.5 hours
10 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 and enhance a range of documents such as letters, memos, faxes and reports.

Resource Sequence:

INF153 Word 2000 Level 1
INF154 Word 2000 Level 2
INF155 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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