

Microsoft Word 2000 Level 3 (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 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. Ideally participants will have completed INF153 Microsoft Word 2000 Level 1 and INF154 Microsoft Word 2000 Level 2.

Statistics:

10 chapters, and 92 pages.

Approx* Duration:

76 exercises. Anticipated duration* of 12.5 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 a range of complex documents.

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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Microsoft Word 2000

Level 3 (With Practice Extensions)

Product Code INF155

Series InFocus

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Table of Contents

1. Using Word Automatics

1. Creating AutoText Entries
2. Using AutoText Entries
3. Creating AutoComplete Entries
4. Using AutoComplete Entries
5. Using AutoCorrect
6. Adding AutoCorrect Entries
7. AutoFormatting Text
8. AutoFormatting As You Type
9. Adding AutoText To A Template
10. Inserting A Date That Updates
11. Inserting Automatic Page Numbering
12. Practice Extension

2. Importing

1. Pasting A Worksheet
2. Linking A Worksheet
3. Inserting A Document
4. Importing A Database Table
5. Importing A Chart
6. Practice Extension

3. Managing Styles

1. Copying Styles To Another Document
2. Applying Copied Styles
3. Saving A Style To The Active Template
4. The Style Gallery
5. Changing The Root Style
6. Practice Extension

4. Longer Documents

1. Bookmarks
2. Creating Footnotes
3. Creating Endnotes
4. Converting Footnotes And Endnotes
5. Modifying Footnotes And Endnotes
6. Deleting Footnotes And Endnotes
7. Creating A Table Of Contents
8. Navigating Using A Table of Contents
9. Updating A Table Of Contents
10. Updating Page Numbering
11. Marking Index Entries
12. Creating A Concordance File
13. Using A Concordance File
14. Deleting Unwanted Index Entries
15. Creating An Index
16. Marking Citations
17. Generating A Table Of Authorities
17. Practice Extension

5. Columns

1. Creating Columns
2. Specifying Columns Settings
3. Balancing Column Text
4. Practice Extension

6. Outlining

1. Creating A New Document In Outline View
2. Working With An Outline
3. Outline Numbering
4. Outlining An Existing Document
5. The Document Map
6. Assigning Outline Levels To Paragraphs
7. Practice Extension

7. Merging Techniques

1. Performing A Conditional Merge
2. Sorting A Merge
3. Merging From Another Data Source
4. Using IF For Merging
5. Skipping Records
6. Merging Statistics
7. Merge Fields That Prompt For Information
8. Merging With Prompts
9. Practice Extension

8. WordArt

1. Creating WordArt
2. Editing WordArt
3. Moving And Resizing WordArt
4. Using WordArt Tools
5. Formatting WordArt
6. Practice Extension

9. Prompting Fields

1. Using The FILLIN Field
2. Typing Fields Into A Document
3. Activating Fields
4. Practice Extension

10. Macros

1. Understanding Word Macros
2. Setting A Macro Security Level
3. Recording A Simple Macro
4. Running A Macro
5. Assigning A Macro To A Toolbar
6. Modifying A Macro Tool
7. Assigning A Macro To A Menu
8. Assigning A Macro To A ShortCut Menu
9. Creating A Custom Pull
10. The Many Ways Of Running A Macro
11. Editing A Macro
12. Deleting A Macro
13. Removing References To Macros
14. Creating A Macrobutton Field
15. Practice Extension

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