

Microsoft Word 2000 Introductory Level

Course Objectives:

This course is designed for new users of Microsoft Word 2000 or for users with limited experience. Delegates will learn how to use Word to create, edit and print documents that are accurate and presentable.

Prior Knowledge Required:

No prior knowledge of word processing is assumed but some basic PC and Windows experience is required.

Course Duration: 2 days, but course contents can be tailored if required.

Introduction

- Word Processing Concepts
- Launching Word 2000

The Word Environment

- Exploring the Word Screen Layout
- The Office Assistant
- Using Menus and Toolbars
- Using Word Default Settings
- Creating and Saving Documents
- Understanding File Operations

Editing and Formatting

- Moving Around Documents
- Entering Text
- Selecting Text
- Font Formatting
- Paragraph Formatting
- Moving and Copying Text
- The Undo/Redo Command
- Using Format Painter
- Using the Highlighter Tool
- Automatic Numbering & Bulleted Lists
- Using AutoFormat
- AutoComplete

Document Handling and Printing

- Opening and Closing Documents
- Creating Templates
- Print Options and Print Preview
- Document Views
- The Zoom Command
- Working With Multiple Documents

Storing Text for Re-Use

- Creating and Applying AutoText Entries

Automatic Proofing Tools

- Spell Checking
- Grammar Checking
- AutoCorrect

Searching and Replacing

- Finding Text Strings
- Replacing Text Strings
- The Go To Command

Tabs and Tables

- Setting, Moving and Deleting Tabs
- Creating Tables
- Changing Column Widths
- Selecting a Table
- Applying Borders & Shading
- Inserting and Deleting Rows and Columns

Page Layouts

- Inserting a Page Break and Section Breaks
- Inserting Page Numbering
- Setting Margins
- Page Orientation
- Inserting Headers & Footers

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