

Microsoft Word 2000 Intermediate

Overview

The skills and knowledge acquired in Microsoft Word 2000 Intermediate are sufficient to be able to use and operate the software at an efficient level.

Target Audience

Microsoft Word 2000 Intermediate is designed for users who are keen to extend their understanding and knowledge of the software.

Pre-requisites

Microsoft Word 2000 Intermediate assumes the delegate has completed Word 2000 Fundamentals or has equivalent knowledge.

Objectives

At the completion of Microsoft Word 2000 Intermediate you should be able to:

- create and modify sections within a document
- create a document with columns of text
- create tables of figures and text
- work more effectively with tables
- draw tables in a document
- import text and data from other sources into Word
- apply, create, and modify styles in a document
- manage the use of styles
- use Word's automated text and correction features
- create headers and footers for longer documents
- insert, resize, and reposition pictures in a document
- create and modify drawings
- use the WordArt feature in Word
- create and modify text boxes
- enhance drawings in your document
- create and work with document templates
- use the document review features in Word

Course Duration is 1 Day

Course Code: W3M2

Topics

Sections

Inserting A Next Page Section Break
 Inserting A Continuous Section Break
 Controlling Odd And Even Section Breaks

Columns

Creating Columns
 Specifying Columns Settings
 Balancing Column Text

Creating Tables

Creating A Table
 Adding Data To A Table
 Inserting Columns And Rows
 Deleting Columns And Rows
 Changing Column Widths
 Shading And Colouring Cells
 Modifying Borders
 AutoFormatting A Table

Table Features

Creating A Table From Text
 Creating Formulas
 Updating Calculations
 Sorting Table Data
 Merging Cells
 Splitting Cells
 Table Gridlines
 Inserting An External Table
 Table Properties
 Changing Table Alignment
 Wrapping Text Around A Table
 Changing Row Height
 Changing Column Widths
 Changing Text Vertical Alignment
 Stretching And Dragging Tables
 Changing Text Direction
 Creating A Repeating Header Row

Drawing Tables

Drawing A Table
 Evenly Spacing Table Lines
 Nesting A Table

Importing

Pasting A Worksheet
 Linking A Worksheet
 Inserting A Document
 Importing A Database Table
 Importing A Chart

Using Styles

Styles
 Applying Existing Styles
 Creating A New Style
 Manually Modifying A Style
 Styles By Example
 Automatically Modifying Styles
 Automatically Applying Styles

Managing Styles

Copying Styles To Another Document

Applying Copied Styles
 Saving A Style To The Active Template
 The Style Gallery
 Changing The Root Style

Using Word Automatics

Creating AutoText Entries
 Using AutoText Entries
 Creating AutoComplete Entries
 Using AutoComplete Entries
 Using AutoCorrect
 Adding AutoCorrect Entries
 AutoFormatting Text
 AutoFormatting As You Type
 Adding AutoText To A Template
 Inserting A Date That Updates
 Inserting Automatic Page Numbering

Headers And Footers

Creating Headers
 Creating Footers
 Formatting Headers And Footers
 Changing First Page Headers And Footers
 Creating Odd And Even Pages
 Creating Section Headers

Printing Options

Previewing Larger Documents
 Printing Larger Documents
 Printing And Collating
 Printing Specific Pages
 Printer Setup
 Printing With Drawing Objects
 Printing Comments
 Printing Hidden Text
 Printing Multiple Copies
 Printing To A File
 Foreground And Draft Printing

Envelopes and Labels

Printing A Single Address Label
 Printing A Sheet Of Labels
 Printing An Envelope
 Printing An Envelope With A Return Address
 Adding An Envelope To A Document
 Changing Fonts On Envelopes And Labels

Working With Pictures

Inserting A Picture
 Moving A Picture
 Resizing A Picture
 Cropping A Picture

Working With Drawings

The Drawing Toolbar
 Creating Drawing Objects
 Working With Drawing Objects
 Duplicating Drawing Objects
 Drawing Freehand
 Formatting And Colouring Objects

WordArt

Creating WordArt
 Editing WordArt
 Moving And Resizing WordArt
 Using WordArt Tools
 Formatting WordArt

Text Boxes

Creating A Text Box
 Formatting A Text Box
 Adjusting Text Box Layout
 Linking Text Boxes
 Adjusting Text Box Margins

Drawing Techniques

Aligning Drawing Objects
 Distributing Drawing Objects
 Changing Drawing Grid Settings
 Rotating And Flipping
 Working With Layers
 Applying 3-D Effects
 Creative Fills
 Applying Shadow Effects
 Grouping Drawing Objects

Borders and Shading

Applying A Border To A Paragraph
 Adjusting Border Styles And Weights
 Vertical Lines Down A Paragraph
 Editing Borders
 Applying Quick Borders
 Applying Shading
 Creating Inverse Video
 Applying A Page Border

Templates

Understanding Templates
 Creating A Document Based On A Template
 Creating A New Template
 Using A New Template
 Modifying A Template
 Creating A Document Based On A Wizard
 Applying A Different Template
 Tips For Developing Templates

Document Review

Highlighting Text
 Finding Highlighted Text
 Inserting Comments
 Working With Comments
 Printing Comments
 Tracking Changes
 Reviewing Tracked Changes
 Version Control
 Working With Versions
 Comparing Documents
 Protecting A Document
 Unprotecting A Document
 Routing A Document