

Word 2000 Introduction

Introducing Word 2000

Opening Word

- What is Word for Windows
- The Windows Environment
- Starting Word
- Office Assistant

Screen Components

- Word Screen
- Title Bar
- Using Menus
- Displaying Full Menu Commands
- Toolbars
- Personalised Toolbars
- Displaying Toolbars in Rows
- Screen Tips
- The Ruler
- Status Bar
- Spelling and Grammar Checker
- Language
- Page View Buttons
- Changing Page Views

Navigation Tools

- Navigating Documents
- Using Scroll Bars
- Page Indicator
- Horizontal Scroll Bar
- Previous and Next Page Buttons
- Browsing for Objects
- Go To Command
- Moving to End of Document
- Moving to Top of Document

Documents and Selecting Text

Creating Documents

- Creating New Documents
- Pointer Shapes
- Entering Click and Type Text
- Inserting Date and Time Fields
- Centring Click and Type Text
- Left Aligning Click and Type Text
- Activating the Show Command
- Paragraphs in Word
- Enter Key
- Show Button
- Insert and Overtyping Modes
- Overtyping Mode
- Insert Mode

Selecting and Deleting Text

- Selecting Text
- Selecting a Word
- Selecting Complete Lines
- De-selecting Text
- Selecting Paragraphs
- Selecting Blocks of Text
- Selecting the Entire Document
- Deleting Text
- Using Undo
- Undoing Multiple Actions
- Using Redo
- Repeat Command
- Repeat Shortcut Keys

Saving, Moving and Copying

Opening, Saving and Closing

- Creating a New Document
- Open Box Components
- Changing Drives
- Opening Folders
- Changing Views
- Opening Documents
- Opening Recently Used Files
- Moving Between Documents
- Saving Documents
- Using Save As
- Saving Existing Files
- Closing Documents
- Closing All Open Documents
- Quitting Word

Moving and Copying Text

- Cut and Paste
- Cut vs Copy
- Moving Text using the Toolbar
- Copying Text using Shortcut Menu
- Using Paste Special
- Pasting Multiple Items
- Copying Data using Drag and Drop
- Moving Text using Drag and Drop
- Saving a New File

Formatting Text

Basic Text Formatting

- Formatting Features
- Bolding Text
- Underlining Text
- Applying Italics
- Removing Format Attributes
- Changing Fonts
- Changing Font Size
- Changing Text Colour
- Highlighting Text
- Aligning Text
- Changing Case
- Using the Font Box
- Changing Character Spacing

Automated Formatting

- Using the Format Painter
- Bullets and Numbering
- Inserting Symbols
- Assigning Keystrokes to Symbols
- Inserting Symbols with Keys
- Increasing the Symbol Size
- Centring Symbols
- Changing Themes
- Using Style Gallery
- Creating New Documents
- Applying Styles
- Using AutoFormat

Formatting Paragraphs

- Indenting Paragraphs
- Using the Paragraph Box
- Copying Paragraph Formatting

Tabs and Tables

Formatting with Tabs

- Tabs
- Adding Tabs to the Ruler
- Center Tab
- Right Tab
- Decimal Tab
- Line Break Feature
- Using the Tabs Box
- Dot Leader Tabs
- Moving Tabs
- Clearing Tabs
- Show/Hide Command

Creating Tables

- Tables
- Inserting Tables
- Tables and Borders Tools
- Draw Table Button
- Eraser Button
- Entering Table Data
- Selecting Cell Contents
- Selecting Groups of Cells
- Selecting Table Rows
- Selecting Table Columns
- Selecting the Entire Table
- De-selecting the Table

Modifying Tables

- AutoFit Table Contents
- Changing Column Widths
- Changing Row Height
- Inserting a Table Column
- Inserting Table Rows
- Deleting Rows/Columns
- Merging Table Cells
- Splitting Table Cells

Formatting Tables

- Changing Text Direction
- Aligning Table Text
- Aligning Tables
- Table AutoFormat Feature
- Bold and Italics in Tables
- Changing Table Fonts
- Changing Table Text Colour
- Table Borders/Fill Styles
- Inserting an Excel Worksheet
- Hiding Tables Toolbar

Page Layout Features

Page Design

- Page Layout Features
- Page Margins
- Adjust Margins using Ruler
- Adjust Margins in Page Setup
- Soft Page Breaks
- Hard Page Breaks
- Changing Line Spacing
- Change Spacing with Keys

Working with Columns

- Set Columns with Toolbars
- Changing Column Widths
- Justifying Columns
- Column Section Breaks
- Setting Columns

Headers and Footers

- Using Headers and Footers
- Suppress First Page Header

Proofing Documents

Spell Check, Grammar, Thesaurus

- Proofing Tools
- Spelling and Grammar Checker
- Thesaurus
- Using the Thesaurus

Find and Replace

- Finding and Replacing Words
- Guidelines for Searching
- Finding Words in Documents
- Replacing Words in Documents
- Replacing Words in Documents

AutoCorrect Features

- AutoCorrect
- AutoText
- Creating an AutoText Entry
- Inserting an AutoText Entry

Printing Documents

Printers and Printing

- Using Zoom
- Using Print Preview
- Viewing Document in Full Screen
- Using Page Setup
- Printing Documents
- Selecting Printers

Envelopes and Labels

- Creating an Envelope
- Changing Envelope Options
- Adding an Envelope to a Document
- Creating Labels
- Changing Label Options

Word 2000 Intermediate

Paragraph and Style Features

Sorting Paragraphs and Lists

- Spacing Paragraphs
- Sorting Paragraphs
- Sorting Tabulated Lists
- Select Browse Object Menu
- Sorting a Table

Creating and Editing Styles

- Styles
- Applying Styles
- Creating Styles
- Applying a Custom Style
- Editing a Style

Other Paragraph Features

- Adding Shading and Borders
- Section Breaks
- Balancing Column Lengths
- Inserting Column Breaks
- Line and Page Breaks
- The Advance Field
- Viewing Field Codes

Mail Merge

Mail Merge Techniques

- Mail Merge
- Creating a Form Letter
- Create a Data Source File
- Saving the Data Source File
- The Data Form Box
- Creating Merge Records
- Merge Fields
- Inserting Date and Time Fields
- Inserting Merge Fields
- Saving the Main Document
- Viewing Merge Fields
- Merging Files
- Closing Mail Merge

Extra Mail Merge Features

- Selecting Mailing Labels
- Selecting Alternate Data Sources
- Label Options
- Specifying Record Range
- Sorting Records
- Merging Mailing Labels
- Editing the Data Source
- View Data Source Modifications

Graphic Tools

Clip Art

- Opening the Clip Art Gallery
- Using Clip Art Categories
- Searching for Clip Art Images
- Inserting Clip Art Pictures
- Using Clip Art's Small Window
- Re-sizing Objects
- Moving Objects
- Text Wrap Options

Graphics and Text Enhancements

- Using Borders and Fill Styles
- Using Drop Caps
- Using WordArt
- Changing WordArt Shapes
- Re-sizing a WordArt Object
- Moving a WordArt Object

Drawing Tools

- Drawing Tools and Techniques
- Drawing Toolbar
- Drawing Rectangles and Squares
- Changing the Fill Colour
- Changing the Line Colour
- Changing the Line Style
- Drawing Ovals and Circles
- Drawing AutoShapes
- Adding Shadow Effect
- Flipping and Rotating an Object
- Re-sizing Drawing Objects
- Moving Drawing Objects
- Changing Objects Stack Order
- Deleting Drawing Objects
- Selecting Multiple Objects
- Selection Boxes
- Grouping Objects

Watermarks and Customising Toolbars

Watermarks

- Creating Watermarks
- Re-sizing Objects
- Modifying a Watermark
- Contrast/Brightness

Toolbar Customisation

- Displaying Toolbars
- Hiding Toolbars
- Customising Toolbars
- Creating New Toolbars
- Deleting Custom Toolbars
- Toolbar Display Options
- Resetting Toolbars
- Customising Word

Outlining and Templates

Outlining

- Outlining Documents
- Outline View
- Creating Outlined Documents
- Promoting and Demoting
- Showing/Hiding Formatting
- View Outline Differently
- Selecting Outlined Text
- Expanding and Collapsing
- Moving Headings in Outlines
- Demoting a Heading to Body Text
- Displaying First Line Body Text
- Changing to Page Layout View

Working with Templates

- Using Templates
- Using Template Wizards
- Click Here Fields
- Exiting Full Screen View
- Print Preview

File Management and Web Tools

File Management Techniques

- Files and Folders
- Finding Files
- Previewing Files
- Displaying File Properties
- Changing File Properties
- Deleting Files
- Using the Favorites Folder
- Displaying File Details
- Advanced Search Criteria
- Sorting Files
- Creating New Folders
- Moving Documents
- Selection Methods
- Copying Documents

Creating Web Pages

- Web Tools
- What is the Internet?
- Opening Documents
- Viewing as a Web Page
- Previewing as a Web Page
- Using a Web Page Template
- Saving as a Web Page
- Displaying in the Default Browser
- Editing a Web Page
- What is a Hyperlink?
- Creating a Hyperlink
- Activating a Hyperlink

Sending Documents using E-mail

- Sending a Document as an E-mail
- Sending E-mail Attachments
- Routing a Document in Word
- Sending as the Body of a Message
- Entering E-mail Header Details
- Sending a Message
- Opening a Sent Message

Word 2000 Advanced

Charting and Linking

Charts

- Creating Charts
- Hide/Show the Datasheet
- What is Embedding
- Re-sizing Charts
- Moving Charts
- Deleting a Chart

Editing and Formatting Chart Objects

- Activating a Chart
- Changing Chart Types
- Selecting Chart Objects
- Adding Chart Titles
- Editing Chart Titles
- Formatting Chart Objects
- Removing Chart Objects
- Formatting Axis Labels
- Moving Chart Objects
- Legend Placement Options
- Removing the Legend
- Selecting Markers
- Changing Marker Colours
- Removing Grid Lines
- Adding Data Labels
- Formatting Data Labels
- Changing Chart Data
- Updating Charts

Embedding and Linking

- Inserting Objects
- Embedding a Worksheet
- Linking a Worksheet
- Updating Linked Files

Advanced Tables and Macros

Advanced Table Features

- Using Formulas
- Summing a Column
- Using AutoSum
- Repeating Formulas
- Display Field Codes
- Inserting Rows into Tables
- Inserting Text into Cells
- Repeating Values in Cells
- Entering Formulas
- Recalculating Formulas

Macros

- Recording Macros
- Running Macros
- Editing Macros

Group Editing and Versions

Group Editing Options

- Reviewing Toolbar
- Inserting Comments
- Reading a Comment
- Editing Comments
- Deleting Comments
- Moving to Comments
- Tracking Document Changes
- Revision Marks
- Change Tracking Options
- Accept/Reject Revisions

Version Features

- Versions
- Saving Versions
- Deleting Versions
- Automatically Saving Versions
- Opening a Version
- Saving Version as Separate File
- Closing a Document

Forms

Working with Form Fields

- Forms
- Adding Form Fields
- Adding Text Form Fields
- Form Field Options
- Drop-Down Form Fields
- Adding Default Form Field Text
- Check Box Form Fields
- Text Form Fields using Default Settings
- Hiding/Showing Form Field Shading
- Deleting Form Fields
- Protecting the Form
- Unprotecting the Form

Creating Form Templates

- Saving Forms as Templates
- Opening Templates
- Filling in Forms
- Updating Form Fields

Working with Long Documents

Bookmarks and Cross-references

- Bookmarks
- Moving to a Bookmark
- Deleting a Bookmark
- Moving to a Bookmark using Go To
- Cross-references
- Updating a Cross-reference

Index and Tables command

- Table of Contents
- Creating a TOC
- Navigating using the TOC
- Displaying the TOC Field
- Deleting the TOC
- Entering TOC Headings
- Updating the TOC
- Table of Figures
- Indexes
- Marking Index Entries
- Creating an Index
- Updating an Index
- Deleting an Index

Footnotes and Endnotes

- Creating Footnotes/Endnotes
- Reading Footnotes/ Endnotes
- Editing Footnotes/Endnotes
- Deleting Footnotes/Endnotes
- Converting Footnotes
- Copying and Moving

Master Documents

Creating Master Documents

- Master Documents
- Inserting Subdocuments
- Saving the Master Document
- Collapsing Subdocuments

Managing Sub-Documents

- Editing a Subdocument
- Adding Text to Master Documents
- Formatting Master Document Text
- Expanding Subdocuments
- Closing a Subdocument
- Locking a Subdocument
- Unlocking a Subdocument
- Converting Master Text to a Subdocument
- Merging Subdocuments
- Splitting Subdocuments
- Renaming a Subdocument
- Deleting a Subdocument
- Changing Section Breaks
- Saving the Master Document
- Printing the Master Document