

Course Specification

Course: Microsoft Word 2000 Intermediate

Duration: One-Day

- COURSE OBJECTIVES:** This course is designed for **users** of Word (any version) who want to go beyond basic or introductory use. It will give delegates skills in creating more complex documents and speed up work.
- WHO SHOULD ATTEND:** Word users concerned with speeding up their work and enhancing the look and functionality of their documents.
- EXPERIENCE NEEDED:** Delegates should have a working knowledge of Word (any version) and be familiar with basic screen elements, the mouse and have basic keyboard knowledge (speed not necessary).

COURSE CONTENTS:

1: Page layout Considerations

- Page Breaks
- Find & Replace
- Headers & Footers.
- Header and Footer Document Options
- Borders & Lines
- Shading

2: Special Finishing Tools

- Line Numbering
- Spell Check
- Auto Correct
- AutoText
- The Thesaurus.
- Hyphenation
- More on Printing

3: Styles and Fields

- Paragraph Styles
- The Word Organizer
- Document Templates
- Create a Template
- Form Fields
- Protecting a Document

4: Merging and finding documents

- The Mail Merge Feature
- Setting Query Options
- The Tools, Options, Dialog Box
- Compatibility between v97 and v2000