

Microsoft Word 2000 – Level 3

Courseware Objectives

The main objective of this courseware is to introduce you to the advanced features of Word. The purpose of this book is to introduce the experienced user to features that make working with long documents simpler, and to provide tools for increasing their productivity while enhancing their document's design. On successful completion of this courseware, you will be able to:

- work with long documents-creating subdocuments and master documents
- create and edit footnotes and endnotes
- bookmark and cross-reference text
- mark and generate an index
- generate a table of contents
- create and run macros
- design printed and online forms
- apply document design features, such as: themes, backgrounds and styles
- work with text boxes
- insert and customize graphics
- create watermarks
- insert WordArt
- draw tables and perform math calculations in the table
- link and embed worksheets
- create and customize charts
- sort paragraphs, simple lists, tables and data records to be merged
- insert and work with comments
- track changes to a document
- create multiple document versions
- use passwords for protection

Prerequisites

Skills learned in *Word 2000 - Level 1* and *Level 2*.

Course Length:

6 – 8 Hours

Approximate Page Count:

180 – 200 Pages

Number of Sections:Six Sections Plus Preface
and Appendices**Average Number of Exercises:**

100

**LEARN THE SKILL**

Hands on, step by step exercises guide students presented immediately following a topic explanation.

**DEVELOP YOUR SKILLS**

Hands on, step by step exercises covering more than one feature within a module. They are presented at the end of a module.

**APPLY YOUR SKILLS**

Hands on, extended exercises presented at the end of a section. Each exercise is rated with a difficulty level based on skill competence.

Course Outline

About This Courseware

Courseware Conventions
Courseware Objectives
Review Exercise

Generating Long Documents

Objectives of Section 1
Creating a Master Document
Footnotes and Endnotes
Bookmarks and Cross-references
Creating an Index
Creating a Table of Contents
Summary of Section 1
Questions and Review

Productivity Tools

Objectives of Section 2
An Introduction to Macros
Creating Forms
Creating Online Forms
Summary of Section 2
Questions and Review

Document Design Features

Objectives of Section 3
Formatting with Styles
Viewing, Modifying and Deleting Styles
Backgrounds
Applying Themes
Summary of Section 3
Questions and Review

Graphics and Text Boxes

Objectives of Section 4
Inserting Graphics
Editing Graphics
Document Enhancement Tools
Working with Text Boxes
Summary of Section 4
Questions and Review

Tables, Charts and Sorting

Objectives of Section 5
Advanced Table Features
Linking and Embedding Worksheets
Charts
Customizing Charts
Sorting
Summary of Section 5
Questions and Review

Documents in Workgroups

Objective of Section 6
Workgroup Editing
Comparing, Accepting and Rejecting Revisions
Working with Multiple Versions
Protecting Documents
Summary of Section 6
Questions and Review

Appendices

Projects and Case Studies
Productivity Tools
Glossary of Terms
Answers to Review Questions
Index
MOUS Skills Checklist