

# Microsoft Word 2000 – Level 2

## Courseware Objectives

The objectives of this courseware are to provide you with a brief review of Word for Windows basics. This courseware will also introduce you (as an experienced user) to the intermediate features of Word 2000. Upon successful completion of this courseware, you should be able to do the following:

- customize Word 2000
- customize toolbars, menus and shortcut keys
- work with document templates
- add headers and footers
- work with columns
- use Outline view
- save documents as HTML (web pages)
- work with tables
- use borders and shading
- insert graphics
- work with the drawing tools
- perform mail merges

## Prerequisites

This *Level 2* courseware is intended for people who have completed the *Word 2000 – Level 1* courseware. It is not intended as an introduction for people who have little or no experience with Word.

**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

Course Conventions  
Courseware Objectives  
Review of Word Basics  
Review Exercise

### Customizing

Objectives of Section 1  
Customizing Word 2000  
Customizing the Toolbars  
Customizing Menus  
Customizing Shortcut Keys  
Summary of Section 1  
Questions and Review

### Advanced Formatting Techniques

Objectives of Section 2  
Document Templates

Headers and Footers  
Working with Columns  
Using Outline View  
Saving Documents as Web Pages  
Summary of Section 2  
Questions and Review

### Working with Tables

Objectives of Section 3  
Working with Tables  
Creating a Table  
Working with Text in Tables  
Column Width & Row Height  
Merging and Splitting Cells  
Insert & Delete Rows/Columns  
Aligning and Rotating Text  
Converting Existing Text to a Table  
Summary of Section 3  
Questions and Review

### Borders & Pictures

Objectives of Section 4  
Borders and Shading  
Adding Shading to Text  
Creating Page Borders  
Table Borders & Shading  
Inserting Pictures  
Editing Pictures  
Using Borders with Pictures  
Summary of Section 4  
Questions and Review

### Simplifying Tasks

Objectives of Section 5  
What is Mail Merge?  
The Data Source  
The Main Document  
Merging the Documents  
Creating Catalogs and Lists  
Creating Mailing Labels  
Summary of Section 5  
Questions and Review

### Creating Drawings

Objectives of Section 6  
Creating Objects  
Arranging Objects  
Enhancing Objects  
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