

# ON LINE SERVICES

Computer Training & Support

## Word 2000 Introduction

### Course Description

**Overview:** Students will learn the basic skills necessary to begin using Word 2000.

**Objectives:** Upon successful completion of this course, students will be able to:

- \* Create and save a document; open an existing document; and use simple editing techniques.
- \* Navigate in a large document by using the mouse and keyboard.
- \* Edit a document by using more sophisticated techniques, including moving and copying text within a document and between documents.
- \* Apply and remove character and paragraph formatting.
- \* Use tabs and create and modify a table structure.
- \* Adjust margins, add and delete page breaks, and create headers and footers.
- \* Use Word's proofing tools such as the speller and thesaurus.

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### Course Outline

#### Lesson 1: Word basics

Introduction to Word  
The basics of entering text  
The File, Save As command  
Opening and editing a document

#### Lesson 2: Navigating in a document

Scrolling in a document  
Searching in a document

#### Lesson 3: Additional editing techniques

Using the AutoCorrect feature  
Techniques for selecting text  
Moving and copying text

#### Lesson 4: Character and paragraph formatting

Character formatting techniques  
Paragraph formatting  
Working with indents, numbered & bulleted lists

#### Lesson 5: Introduction to tabs and tables

Tabs  
Creating a table  
Enhancing a table

#### Lesson 6: Controlling page appearance

Headers and footers  
Margins  
Page breaks

#### Lesson 7: Tools and printing

Using proofing tools  
Printing a document  
Envelopes and labels

#### Lesson 8: Creating a Web Page

Creating a Web page  
Using Themes

**Additional information:** This course has been designed to help students prepare for the *Proficient User* certification of the Microsoft Office User Specialist Certification with Microsoft Word 2000.

**What's next?** *Word 2000 Introduction* is the first course in this series. *Word 2000 Intermediate* teaches students additional features of Word such as Tables, Styles and Merging.