

Word 2000 Level 1 - Outline

WORD 2000 LEVEL 1 - INTRODUCTION

COURSE REQUIREMENTS

COMPONENTS OF THE MANUAL

WHAT'S NEW IN WORD 2000?

LESSON 1 - WORD BASICS

- 1.1 STARTING WORD
 - 1.2 THE WORD ENVIRONMENT
 - 1.3 OPENING AN EXISTING DOCUMENT
 - 1.4 ENTERING TEXT INTO A DOCUMENT
 - 1.5 CORRECTING MISTAKES
 - 1.6 NAVIGATING A DOCUMENT
 - 1.7 CREATING A NEW DOCUMENT
 - 1.8 SAVING A DOCUMENT
 - 1.9 MOVING BETWEEN DOCUMENTS
 - 1.10 GETTING HELP
 - 1.11 CLOSING A DOCUMENT AND EXITING MICROSOFT WORD
- LAB 1 – ON YOUR OWN

LESSON 2 - EDITING TEXT

- 2.1 SELECTING TEXT
 - 2.2 COPYING AND PASTING TEXT
 - 2.3 CUTTING AND PASTING TEXT
 - 2.4 USING DRAG-AND-DROP
 - 2.5 USING THE OFFICE CLIPBOARD
 - 2.6 FINDING AND REPLACING TEXT
 - 2.7 CHECKING SPELLING AND GRAMMAR
 - 2.8 INSERTING SYMBOLS
 - 2.9 USING UNDO AND REDO
- LAB 2 – ON YOUR OWN

LESSON 3 - FORMATTING TEXT

- 3.1 USE THE FORMATTING TOOLBAR
 - 3.2 USING THE FONT DIALOG BOX
 - 3.3 USING FORMAT PAINTER
 - 3.4 USING CHARACTER EFFECTS
 - 3.5 USING TEXT EFFECTS
 - 3.6 ADDING A DROP CAP
 - 3.7 INSERTING THE DATE AND TIME
- LAB 3 – ON YOUR OWN

LESSON 4 - WORKING WITH PARAGRAPHS

- 4.1 ADDING BORDERS TO A PARAGRAPH
- 4.2 ADDING SHADING TO A PARAGRAPH
- 4.3 ALIGNING TEXT

- 4.4 ADJUSTING LINE SPACING
 - 4.5 ADJUST SPACING BETWEEN PARAGRAPHS
 - 4.6 INDENTING PARAGRAPHS
 - 4.7 SETTING TABS WITH THE RULER
 - 4.8 CHANGING TABS
 - 4.9 SETTING TABS USING THE TABS DIALOG BOX
 - 4.10 CREATING A BULLETED LIST
 - 4.11 CREATING A NUMBERED LIST
 - 4.12 CREATING A HANGING INDENT
- LAB 4 – ON YOUR OWN

LESSON 5 - WORKING WITH PAGES

- 5.1 CREATING A HEADER AND FOOTER
 - 5.2 MODIFYING A HEADER AND FOOTER
 - 5.3 SETTING MARGINS
 - 5.4 SETTING PAGE ORIENTATION
 - 5.5 SETTING PAPER SIZE
 - 5.6 INSERTING/MODIFYING PAGE NUMBERS
 - 5.7 INSERTING AND REMOVING PAGE BREAKS
 - 5.8 PREVIEWING A DOCUMENT
- LAB 5 – ON YOUR OWN

LESSON 6 - PRINTING A DOCUMENT

- 6.1 SETTING PRINTER OPTIONS
 - 6.2 PRINTING AN ENVELOPE
 - 6.3 PRINTING LABELS
- LAB 6 – ON YOUR OWN

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