



Refine-IT

Outline for MS Word 2000 - Introduction

Overview and Goals - to be able to create professional looking documents enabling more proficient use of Word

Objectives - to understand the screen geography and terminology, to create, save, close and re-open a document, to apply text formatting to text within a document, and to manipulate the page settings for your document.

Who Should Attend - users with experience of Windows and using a mouse.

Introduction

- Screen Geography
- Understanding and Changing Views
- User Preferences

Creating a Document

- Choosing a Template
- Inserting text
- Saving Templates
- Saving and Closing Documents
- Document Descriptions
- Password Protection
- Inserting One Document into Another
- Preview Before Opening a Document
- Opening Document(s)
- Using Recent File Listing

Editing a Document

- Navigation and Selecting Text
- Hyphenation
- Undo/Redo Command
- Find & Replace Text and Formatting
- Spell Checking and Thesaurus
- AutoText and AutoCorrect
- Copying and Moving Text
- Inserting the Date - Automatically

Formatting

- Applying Basic Text Attributes
- Changing Fonts
- Changing Alignment
- Changing Line and Paragraph Spacing
- Changing Text Case
- Using 'Numbered List' and Bullet Style
- Format Painter
- Inserting Special Characters
- Pagination Options

Page Set-up

- Changing Paper Orientation
- Changing Margins
- Changing Paper Size
- Page Numbering
- Basic Headers and Footers
- Page Breaks
- Tabs & Indents

Printing

- Previewing a Document Before Printing
- Choosing a Printer
- Sending a Document to Print

If you would like to know more about any of the topics please contact Marie on 01689 877117 or 0777 400 49 59 or marie@refine-it.co.uk

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