



Pick and mix topics for Word 2000

Pick and mix sessions allow delegates to choose which topics they need to learn irrespective of skill level.

It couldn't be easier - simply tick the box next to the topic if you need to learn more about it.

Screen Geography
Understanding and Changing Views
User Preferences

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

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

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

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

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

Inserting headers and footers
 Manipulating page numbers
 Inserting the date and time
 Applying shading
 Adding a border
 Using Auto correct
 Executing spelling
 Grammar features

Creating / formatting a table
 Adding borders and shading
 Resizing a table
 Merging cells
 Modifying rows and columns
 Rotating text in a table

Creating newspaper columns
 Modifying columns
 Inserting a drawing object
 Modifying a drawing object
 Using and editing WordArt
 Creating charts
 Creating a watermark

Understanding mail merge
 Creating a main document
 Creating a data source
 Modifying the main document
 Modifying the data records
 Creating a merged document
 Sorting records
 Creating tables from records
 Creating labels

Modifying the display of bullets
 Applying text flowing options
 Inserting footnotes
 Inserting endnotes
 Setting auto correct exceptions
 Creating a master document
 Attaching a sub document
 Managing sub documents
 Creating a template
 Creating character style
 Creating paragraph style

Creating a table of contents
 Modifying a table of contents
 Adding a bookmark
 Creating an index
 Linking Excel data to a table
 Embedding a worksheet
 Sorting data in a data table
 Perform calculations in a table

Revision marking
 Comparing documents
 Inserting comments
 Managing comments
 Workgroup templates
 Creating multiple versions
 Saving a document to the web
 Creating forms
 Modifying forms
 Entering data into forms

Recording a macro
 Running a macro
 Editing a macro

If you would like to know more about any of the topics please contact

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