

# ***Training Course Specification***

**Course:** **Microsoft Word 2000 Introduction**

**Duration:** **One-Day**

- COURSE OBJECTIVES:** This course covers the basics of word processing and gets delegates to the point where they can create and handle reasonably sized documents.
- WHO SHOULD ATTEND:** Anyone who wants to learn to use a word processor and create attractive documents, print, save and store them on a PC.
- EXPERIENCE NEEDED:** No previous experience of word processing or typing is required for this course although familiarity with the Windows 95 (or NT) operating system and with using a mouse are both essential.

## **COURSE CONTENTS:**

### **1: Introduction to Word**

- What is Word Processing.
- Terminology.
- Special Features of Word 2000.
- Getting Started with Word 2000.
- The Word 2000 Screen.
- The Word 2000 Menus.
- The Word 2000 Toolbars.
- Entering Text.
- Saving and Closing a File.
- Retrieving a File.
- Moving Around the Text.
- Insert and Overtyping.
- Using the Delete and Backspace keys.
- Exiting Word 2000.

### **2: Formatting Text & Printing a Document**

- Getting Help from the System
- Moving Around the Text
- Selecting Text Blocks
- Copy, Move and Delete Text
- Formatting Characters
- Inserting Symbols
- Different Views
- Print Preview
- Print a Document
- Finding and Opening Files
- Appendix 1: Collect and Paste
- Appendix 2: Click and Type

### **3: Document Formatting**

- Paragraph Formatting.
- Centre Text.
- Left Align Text.
- Right Align Text.
- Justify Text.
- Indents.
- Spacing.
- The Format Painter.
- Toggle Case
- Binding Space

### **4: Tabs and Tables**

- Tabs
- Tables
- The Draw Table feature and the Tables and Borders Toolbar
- Adding Table Borders
- Table AutoFormat
- Numbered Lists and Bullets
- Exit Word 2000
- Extra Exercise