

Word 2000

Introductory

Course Workbook



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It means this courseware has been approved by the Microsoft® Office User Specialist Program to be among the finest available for learning Microsoft Word 2000. It also means that upon completion of this courseware, you may be prepared to become a Microsoft Office User Specialist.

What is a Microsoft Office User Specialist?

A Microsoft Office User Specialist is an individual who has certified his or her skills in one or more of the Microsoft Office desktop applications of Microsoft Word, Microsoft Excel, Microsoft PowerPoint®, Microsoft Outlook® or Microsoft Access, or in Microsoft Project. The Microsoft Office User Specialist Program typically offers certification exams at the “Core” and “Expert” skill levels.* The Microsoft Office User Specialist Program is the only Microsoft approved program in the world for certifying proficiency in Microsoft Office desktop applications and Microsoft Project. This certification can be a valuable asset in any job search or career advancement.

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Introduction

Welcome to the Microsoft Word 2000 intro course. This course is suitable for those with no previous experience of Word 2000.

Required Skills

Although you need no knowledge of Word to complete this course, you will need a working knowledge of Windows.

Content

This course covers basic word processing including how to enter and edit text, apply formatting, create tables and printing.

Duration

The entire course will take *approximately* 8 hours to complete. You may find that, if you have experience of computers and/or worksheet applications, you can complete the course more quickly.

Course Materials

This workbook is supplied with an exercise disk. Before you start to follow this course you must ensure that the software has been properly installed and that the exercise files are available for use.

The workbook is divided into sections. Begin by reading a section of instruction text then work through the related exercise section to practise the techniques described.

We recommend that you complete the sections in the sequence in which they appear, as each builds on the skills previously learned.

Workbook Layout

This workbook has been designed as both a structured practical course *and* a reference manual.

Instruction Text

Each topic covered in the course is introduced by instruction text, which is identified by this icon:



These instructions explain what a particular feature is used for and how it works.

Reading through these instructions will help you prepare for the practical exercises that follow, and are also there for you to refer to after the course.

You can use the index at the end of the workbook to quickly find the topic you need.

Selecting Commands

When using the software you will often find that you can select a command in more than one way. Some people prefer to use menu options while others prefer keyboard shortcuts. So that you can select the command using your preferred method, each method will be given in the instruction text in the following formats.

- **Menu Options**

When a menu option is available, it will be shown like this:

Menu: Select the **Edit, Copy** menu option.

This instruction means, click on the **Edit** menu then choose the **Copy** command.

- **Shortcut Menu Options**

When the option can be chosen from a **shortcut** menu it will be shown like this:

Right click on the selected item then choose the **Copy** option.

This instruction means point to the selected item, and click the right mouse button to display the shortcut menu, and then choose the **Copy** command.

- **Mouse Options**

When a mouse option is available it will be shown like this:

 Click on the  **Copy** button shown on the Standard toolbar.

This means click once on the  **Copy** button that appears on the Standard toolbar.

Workbook Layout

../ Selecting Commands

- **Keyboard Options**

When a keyboard shortcut is available it will be shown like this:

 [CTRL] C

This means hold down the [CTRL] key, and press the letter C.

Exercises

To practise the features you have read about, work through the exercises that follow the instruction text. Exercises are introduced by this icon:



Questions and Answers

To help you assess your progress, a few questions are given at the end of each section. They are introduced by this icon:



Write the answers to the questions in the space provided. If you need help with any of the questions, remember that you can find the answer in the instruction text.

Answers to questions are given in the appendices at the end of this workbook.

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