



Course outline - Word 2000 Introduction
CTWD20-10

Duration 2 days

Overview

This course provides an introduction to Word and its basic features.

Recommended for

Staff who want to word process letters and short reports.

Prerequisites

Attendance on a **Clearer Thoughts *Introduction to Windows (CTWN10-10)*** course or equivalent knowledge and skills namely:

- A knowledge of personal computer fundamentals.
- Experience of working within the Windows environment.
- A reasonable degree of keyboard efficiency.
- Experience in using a mouse.

Objectives

At the end of the training the delegate will be able to successfully:

- Use and customise word toolbars and menus.
- Enter, amend and save text.
- Format fonts, paragraphs, borders and shading and bulleted and numbered list.
- Use the clipboard, find and replace, find file, tabs and spellchecker.
- Use Autocorrect and Autotext options.
- Insert headers and footers.
- Print a document.

using the documentation and support provided.



Course outline - Word 2000 Intermediate
CTWD20-20

Duration 2 days

Overview

This course will expand on basic skills and allow the user to create more sophisticated documents and document systems..

Recommended for

Staff who need to produce reports or use Word in conjunction with another application.

Prerequisites

Attendance on a **Clearer Thoughts *Word 2000 Introduction (CTWD20-10)*** course or equivalent skills and knowledge namely:

- Entering, editing and printing a simple document.
- Using and customising Word toolbars and menus.
- Formatting fonts, paragraphs, borders, shading, and bulleted and numbered lists.
- Using the clipboard
- Using Autocorrect and Autotext options.
- Inserting headers and footers.

Objectives

At the end of the training the delegate will be able to successfully:

- Use advanced formatting techniques including backgrounds and themes, special characters, symbols and dates.
- Create, edit, copy and remove a hyperlink.
- Insert, edit, format and sort a table, including the use of formulas and simple databases.
- Create letters, envelopes, labels and e-mails using Mail Merge from existing and new data sources.
- Create a multi-sectioned document and apply different headers and footers to the sections.
- Create and modify and apply templates and styles.
- Create tables of contents.

using the documentation and support provided



Duration 2 days

Overview

This course will extend the user knowledge of Word by introducing concepts which will allow them to create more complex documents and to automate commonly used procedures.

Recommended for

Staff who are already using Word to produce reports and who want to be able to extend their knowledge and work more efficiently.

Prerequisites

Attendance on **Clearer Thoughts Word 2000 Introduction** and **Intermediate (CTWD20-10 & CTWD20-20)** courses or equivalent skills and knowledge namely:

- Entering, editing, formatting and printing a variety of documents.
- Using and customising Word toolbars and menus.
- Inserting special characters, symbols and dates.
- Creating, editing, copying and removing a Hyperlink.
- Inserting, editing, formatting and sorting a table or simple database including the use of formulas.
- Creating letters, envelopes, labels and e-mails using Mail Merge.
- Creating, modifying and applying section breaks, templates, styles, headers and footers.

Objectives

At the end of the training the delegate will be able to successfully:

- Use different views to access a document efficiently.
- Include cross-referencing, captioning and an index in a document.
- Create a document for review and alteration by other people.
- Use a master document to create a long document from subdocuments.
- Create a form using fields.
- Use macros to automate common tasks.

using the documentation and support provided.