



Everyday Word 2000/XP

A 1 day course designed for users who wish to make use of basic Word features to produce routine documents

Delegate Requirements:

Basic keyboard and mouse knowledge

Course Outline

Getting started with Word	AutoCorrect
The Word screen, menus and toolbars	AutoText
Typing text, saving and retrieving (plus use of "Favourites" facility)	Inserting page breaks
Navigating around the document	Inserting symbols
Editing and deleting text	Using Tables
Using the Spell checker	Adding borders and shading to text and tables
Selecting blocks of text	Numbered lists and bullets
Formatting text (font size, face, effects)	Printing and print preview
Formatting paragraphs and aligning text	Printing envelopes and labels
Find and replace	Mail merge step by step
Moving text using drag and drop	Creating a template
Cut, copy and paste	Inserting a graphic
The Format Painter	

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