

Course Specifications

Course Length: 1 day

Prerequisites: Word, Level I, Word 2000, Level II or equivalent knowledge.

Course Cost: \$160.00

What's in Word 2000, Level III:

Word, Level III, students create long documents, work with subdocuments, Footnotes and Endnotes, and Creating an Index. Students also use macros, sort information, create forms, insert form fields, modify forms, format with styles, create watermarks, use the advanced features of tables, charts and sorting. Finally, students will work with documents in workgroups, track revisions; work with multiple versions and document protection.

Course Content

Lesson 1:

Preparing Web Documents

Checking the Styles Used

- Revealing the Formatting

Working with Web Pages

- Saving as Web Pages
- Creating Hyperlinks
- Adding a Background Color
- Adding Backgrounds with Special Effects
- Changing a Background
- Removing a Background

Using Themes

- Applying Themes

Using Digital Signatures

- Adding a Digital Signature

Lesson 2:

Automating Repetitive Tasks

Explaining Macros

- Recording Macros
- Running Macros
- Editing Macros
- Deleting Macros

Creating Forms

Creating Online Forms

- Creating Help Messages for Form Fields
- Saving Forms as Templates
- Protecting Forms from Changes
- Filling in Forms

Lesson 3:

Working with Lists

Sorting Lists

- Sorting Paragraphs
- Sorting Tables
- Sorting a File in Another Format

Linking and Embedding Worksheets

- Embedding Worksheets
- Linking Worksheets
- Editing Linked or Embedded Objects

Working with Other Programs

- Importing Documents
- Importing Data into a Chart

Lesson 4:

Generating Long Documents

Creating a Master Document

- Creating Master Documents from an Outline
- Converting Existing Documents into a Master Document
- Inserting Subdocuments
- Expanding and Collapsing Subdocuments
- Opening Subdocuments
- Splitting Subdocuments
- Merging Subdocuments
- Deleting Subdocuments
- Converting a Subdocument

Adding Footnotes and Endnotes

- Creating Footnotes and Endnotes
- Managing Footnotes and Endnotes

Inserting Bookmarks and Cross-references

- Creating Bookmarks & Cross References

- Moving to a Bookmark

Lesson 4: (Continued)

Generating Long Documents

Creating an Index

- Marking Index Entries
- Using Concordance Files
- Using a Concordance File to Mark Index Entries
- Compiling an Index
- Updating and Editing an Index
- Deleting the Index

Creating a Table of Contents

- Compiling a Table of Contents
- Updating a Table of Contents
- Changing a Table of Contents to Text

Lesson 5:

Manipulating Graphics

Inserting Graphics

- Inserting ClipArt
- Inserting Pictures from a File

- Click and Type

Manipulating Graphics

- Selecting, Moving and Sizing Graphics
- Wrapping Text Around Pictures

Adding Other Graphical Elements

- Using WordArt
- Inserting Watermarks
- Creating a Dropped Cap
- Rotating Graphics

Lesson 6:

Creating Drawings

Creating Objects

- Drawing Lines or Rectangles
- Adding Arrows
- Adding AutoShapes
- Inserting Text Boxes
- Editing Objects

Arranging Objects

Enhancing Objects

- Adding Fill Effects