

**Duration:** 8 hours

**Course level:** Introductory

**Delivery method:** Online

## Introduction

**IT can offer great productivity benefits, if people have the right skills to use the packages available to them. 28% of companies in the UK lack employees with the IT skills to meet their business objectives.**

Create professional-looking documents with **Word 2000**. Learn the basics then take advantage of Word's more advanced features and functions, from inserting headers and creating tables to manipulating graphics.

Well-presented, accurately written documents improve the credibility of your business and can help to communicate who you are as a company.

## Who is the course for?

This course is ideal for people responsible for producing written materials, such as letters, reports and business correspondence. It is suitable for staff at all levels, from company directors and line managers to administrative and customer service employees.

The easy-to-follow, step-by-step format is perfect for people who are completely new to Word, while the high level of detail will suit those who have a basic understanding but want to learn more about the different features and functions.

There are no formal entry requirements, but some experience of using a computer and Microsoft Windows is expected.

To get the most from this course access to **Microsoft Word** is advised. For a different version of Word, we also offer courses in **Word 2003** and **Word XP**. To learn how to use word processing for a variety of tasks in the office or at home, why not consider **ECDL 3 – Word Processing**, which can be used to work towards the ECDL qualification.

## What will you get from this course?

When you have completed this course, you will be able to:

- Create, open and save documents
- Use templates, columns, headers and footers
- Move, copy and format text
- Use clipart, graphics, text effects and drawing tools
- Share documents by email and publishing them on the web
- Proof and print documents, envelopes and labels.

## Course features

You can start your online course straight away and access it at any time, providing you have access to a computer with an internet connection. The course is available for six months from the date first accessed.

The course will show you how Word's features and functions work, and then you can practice them for yourself. You can work through the course at your own pace and focus on the modules you are most interested in, or least familiar with. As you're working through the course, you can print specific sections out to refer back to later if you wish.

When you've finished the course, you can complete an online assessment to put your new skills to the test. Alternatively, you can use this test as a diagnostic tool, to help you decide which modules you need to concentrate on before you start the course.

The results of the test include a list of any questions you get wrong and the name of the chapters you need to review. They can be printed out, as a record of how well you've done.

## Course modules

### 1. Word 2000 Basics

- Introducing Word
- Screen Components
- Navigation Tools
- Creating Documents

### 2. Moving, Copying and Saving

- Opening, Saving and Closing
- Moving and Copying Text

### 3. Formatting Text

- Basic Text Formatting
- Automated Formatting
- Formatting Paragraphs

### 4. Document Layout Features

- Page Design
- Working with Tables
- Formatting Tables
- Working with Columns
- Headers and Footers

### 5. Graphic Tools

- Clip Art
- Graphics and Text Effects
- Drawing Tools

### 6. Proofing and Printing Documents

- Proofing Tools
- Find and Replace
- Printing Documents
- Autocorrect
- Envelopes and Labels

### 7. Outlining and Templates

- Outlining Documents
- Templates

### 8. File Management and Web Tools

- File Management
- Creating Web Pages
- Documents and Email

## Other courses you might be interested in

- Microsoft Access 2000
- Microsoft Outlook 2000
- Microsoft Excel 2000
- Microsoft Project 2000

- ECDL 3 – Word Processing
- Written Communication
- Producing Project Reports

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future.  
It's in  
our hands.**

