



Word 2000: Level 1

Course number: 074 300

Course length: 1 day

Course description

Overview: Students will learn the basic skills necessary to begin using Word 2000.

Prerequisites: *Windows 95: Introduction, Windows 98: Introduction, Windows NT 4.0: Introduction*, or equivalent knowledge.

Delivery method: Instructor-led, group-paced, classroom-delivery learning model with structured hands-on activities.

Benefits: Students will learn how to create and edit documents and use character and paragraph formatting.

Target student: Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). No prior knowledge of Word is assumed.

What's next: *Word 2000: Level 1* is the first course in this series. *Word 2000: Level 2*, the next course in this series, teaches students how to use intermediate features of Word 2000. Students who want to learn advanced features can take *Word 2000: Advanced*.

Performance-based objectives

Lesson objectives help students become comfortable with the course, and also provide a means to evaluate learning. Upon successful completion of this course, students will be able to:

- Create and save a document; open an existing document; and use simple editing techniques.
- Navigate in a large document by using the mouse and keyboard.
- Edit a document by using more sophisticated techniques, including moving and copying text within a document and between documents.
- Apply and remove character and paragraph formatting.
- Use tabs and create and modify a table structure.
- Adjust margins, add and delete page breaks, and create headers and footers.
- Use Word's proofing tools, such as the spelling checker and thesaurus, and print a document, envelope, and labels.
- Save an existing document as a Web page and preview it in a browser.