



Word 2000: Level 2

Course number: 074 301

Course length: 1 day

Course description

Overview: Students will learn intermediate features of Word 2000 such as section breaks, create, modify, and use tables, merge documents, create, modify, and use styles, create and use templates, create, modify, and use macros and create and edit a Web document.

Prerequisites: *Windows 95: Introduction, Windows 98: Introduction, Windows NT 4.0: Introduction*, or equivalent knowledge and *Word 2000: Level 1*.

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

Benefits: Students will learn how to create and control section breaks, tables, merges, styles, templates, macros, and Web pages.

Target student: Students enrolling in this course should understand the basic concepts involved in working with a personal computer (PC). For example, students should be familiar with such terms as computer memory, data files, and program files. Students should also be acquainted with the hardware components that make up a PC—input, output, and storage devices, for instance. Completion of ZDE's *Word 2000: Level 1* class is assumed.

What's next: *Word 2000: Level 2* is the second course in this series. Students who would like to expand their knowledge of styles, learn how to create forms, use graphical effects, and manage and share large documents can take *Word 2000: Level 3*.

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:

- Use section breaks to format a document and format text in columns.
- Create, modify, and use tables as page-layout elements and sort table data.
- Merge a document with data to make variations of one document.
- Create, modify, and use styles to affect the appearance of text.
- Create and use templates, including the fax template.
- Create, modify, and use macros.
- Discuss Internet and Web features, create and edit a Web document, and preview a Web document in a browser.