



## Word 2000: Advanced

Course number: 074 302

Course length: 1 day

### Course description

**Overview:** Students will learn advanced features of Word 2000 such as working with styles, create and using templates and forms, manage long documents by adding a table of contents, an index, bookmarks, cross-references, manage document changes and insert hyperlinks, sound, a movie clip.

**Prerequisites:** *Windows 95: Introduction, Windows 98: Introduction, or Windows NT 4.0: Introduction; Word 2000: Level 1; and Word 2000: Level 2, or equivalent knowledge.*

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

**Benefits:** Students will learn how to apply styles, create forms, use form fields, add graphics, work with large documents, share documents, and prepare documents as intranet web pages.

**Target student:** Students enrolling in this course should understand the basics of Windows. They should already have experience working with Word 2000. Specifically, students should know how to create styles, templates, and macros.

### 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 advanced techniques for working with styles.
- Create and use templates and forms.
- Enhance documents by drawing in a document and using clip art and WordArt.
- Manage long documents by adding a table of contents, an index, bookmarks, cross-references, and odd and even headers and footers, and by adjusting margins for document binding.
- Manage document changes by creating different versions of a document, tracking document changes, adding comments, and accepting or rejecting document changes.
- Prepare a document for an intranet by inserting hyperlinks, sound, a movie clip, and scrolling text into a web page.