

# Word 2000 Level Advanced

## Prerequisites:

This course is designed for students who has extensive experience with computers and Internet and needs to learn the advanced features of Word 2000. We recommend you first take a Windows class, Word 2000 Level One, and Word 2000 Level Two before Word 2000 Advanced.

## Course Content

### Lesson 1: Advanced Styles

- The AutoFormat Feature
- Linking Styles
- Replacing Styles and Other Items

### Lesson 2: Creating a Form Template

- Forms and Fields
- Protecting and Using a Form Template

### Lesson 3: Using Graphics Effects

- Working with Dropped Capital Letters (Drop Caps) and Watermarks
- Inserting and Editing WordArt
- Drawing in a Document

### Lesson 4: Working with Large Documents

- Creating a Table of Contents
- Footnotes and Endnotes
- Bookmarks
- Cross-References
- Using a Concordance File to Index
- Preparing to Print

### Lesson 5: Managing Document Changes

- Using Different Versions of a Document
- Tracking Changes to a Document
- Using Highlights and Comments
- Comparing Similar Documents

### Lesson 6: Preparing Word Documents for an Intranet

- Creating Hyperlinks Using Bookmarks
- Viewing and Editing a Web Page
- Inserting Multimedia Elements into Your Web Page.