

# Word 2000 Level Two

## Prerequisites:

This course is designed for students who has limited experience with computers and Internet and needs to learn the basics about Word 2000. We recommend you first take a Windows class and Word 2000 Level One before Word 2000 Level Two or equivalent knowledge.

## Course Content

### Lesson 1: Working with Sections

- Creating Sections
- Newspaper Columns
- Using Sections to Change Page Orientation

### Lesson 2: Managing Tables and Table Data

- Creating and Formatting Tables
- Working with Table Data
- Drawing Your Own Table
- Link and Embed Excel Data

### Lesson 3: Using Mail Merge

- Creating a Mail Merge Document
- Completing a Main Document
- The Merge
- Sorting and Filtering Merges
- Using an Alternative Data Source to Create Mailing Labels

### Lesson 4: Styles and AutoText

- Applying and Displaying Styles
- Creating Custom Styles
- Making Changes to Styles
- Using Heading Styles to Organize a Document
- AutoText Entries

### Lesson 5: Introduction to Templates

- Templates at a Glance
- Using Templates
- Creating a New Fax Cover Sheet Based on a Template

### Lesson 6: Introduction to Macros

- Running and Recording Macros
- Working with Existing Macros
- Custom Toolbars

### Lesson 7: The Internet and Web

- About the Internet, the Web, the Email
- Creating a Web Page Based on a Template
- Adding Hyperlinks to a Web Page
- Adding Graphical Elements to a Web Page