

Word 2000

Course length: 8 hours*

Course Code: 103083BT017

This course will give you a range of skills to produce highly professional business documents.

Benefits for the Learner

Many businesses use Microsoft Word 2000 every day to produce reports, letters and other business correspondence, but few appreciate the extent of the features and functions within the software. This course will enable you to maximise the potential of the powerful MS Word 2000 software to produce more professional business documents.

You'll be shown how to create and insert text within a document, delete and move text and insert headers and footers. Once you've mastered the basics, you'll explore the more advanced features of Word 2000 to create and insert tables, graphic objects and charts, customise toolbars and use mail merge for letters, envelopes and labels.

Benefits for the Business

Every piece of written communication you send to customers or suppliers says something about your organisation. Well-presented, accurately written documents boost the credibility of your business – but poor grammar, spelling errors and shoddy presentation can make your company look amateurish and unprofessional.

Most business already have the key to better written communications at their fingertips – but few have the skills and training to harness its full power. Microsoft Word is packed with features and functions to help you produce really professional business documents and this course will allow you to maximise the capability of this software.

What You Get From This Course

Having completed this course, you will be able to:

- Create, open, save and close a Word document
- Move, copy and format text
- Design a page using templates, columns, headers and footers
- Work with tables
- Use clip art, graphics, text effects and drawing tools
- Proof and print documents, envelopes and labels

How Long Does the Course Take?

You can work through this course at your own pace. It should take you around 8 hours to complete.

*Courses are accessible for six months from the date of purchase.