



Word 2000: Level 2

Instructor: Dan Schluckbier

Lesson 1: Sections

- Creating sections
- Newspaper columns
- Using sections to change page orientation

Lesson 2: Tables

- Creating and formatting tables
- Working with table data
- Drawing a table

Lesson 3: Merging

- Creating a mail merge document
- Completing a main document
- Performing the merge
- Sorting and filtering merges
- Merging addresses into mailing labels

Lesson 4: Styles and AutoText

- Applying and displaying styles
- Creating custom styles
- Modifying and deleting styles
- Using styles to create an outline
- AutoText entries

Lesson 5: Introduction to templates

- Templates at a glance
- Using templates
- Creating a fax cover sheet by using a template

Lesson 6: Introduction to macros

- Running and recording macros
- Editing and testing a macro
- Custom toolbars

Lesson 7: The Internet and the Web

- About the Internet and the Web
- Creating a new Web page
- Adding hyperlinks to a Web page
- Adding graphical elements to a Web page

**For more information or to register,
please call 1-800-607-1446.**