

Word 2000 advanced

Styles

- ◆ What are styles?
- ◆ Creating styles
- ◆ Styles in documents and styles in templates
- ◆ Applying styles
- ◆ Modifying styles
- ◆ Heading styles

Templates

- ◆ What are templates?
- ◆ Creating documents based on specific templates
- ◆ Creating a document using a template wizard
- ◆ Creating your own template

Using Autoformat

- ◆ Running Autoformat from the format drop down menu
- ◆ Removing Autoformat changes
- ◆ Setting Autoformat options

Long documents - section formatting and master documents

- ◆ Why use section breaks?
- ◆ Inserting section breaks
- ◆ Page setup/section layout
- ◆ What are master documents?
- ◆ Constructing a master document

Using fields

- ◆ What are Word 2000 fields?
- ◆ Inserting the date and time
- ◆ Inserting the file name into a document as a field
- ◆ Viewing, updating, unlinking, locking and navigating fields

- ◆ Generating a table of contents
- ◆ Formatting a table of contents
- ◆ Generating an index entry
- ◆ Generating an index

Customizing Word

- ◆ Displaying toolbars
- ◆ View options
- ◆ General options
- ◆ Edit options
- ◆ Print options
- ◆ File location options
- ◆ Save options
- ◆ Spelling and grammar options
- ◆ Autoformat options

Advanced use of find and replace

- ◆ Using "special" find and replace features
- ◆ Advanced use of find and replace

Word macros

- ◆ Macros

Miscellaneous advanced features

- ◆ Bookmarks
- ◆ File conversion
- ◆ Equation editor
- ◆ Footnotes
- ◆ Autosummarize
- ◆ Document map
- ◆ What is outlining?
- ◆ Highlight changes
- ◆ Password protection
- ◆ Word count