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ADVANTAGE
SERIES

MICROSOFT®
WORD 2000

COMPLETE EDITION

Sarah E. Hutchinson

Glen J. Coulthard

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Preface
The Advantage Series

Goals/Philosophy

The Advantage Series presents the **What, Why,** and **How** of computer application skills to today's students. Each lab manual is based on an efficient learning model, which provides students and faculty with complete coverage of the most powerful software packages available today.

Approach

The Advantage Series builds upon an efficient learning model, which provides students and faculty with complete coverage and enhances critical thinking skills. This case-based, "problem-solving" approach teaches the What, Why, and How of computer application skills.

The Advantage Series introduces the **"Feature-Method-Practice"** layered approach. The **Feature** describes the command and tells the importance of that command. The **Method** shows students how to perform the Feature. The **Practice** allows students to apply the feature in a keystroke exercise.

About the Series

The Advantage Series offers *three levels* of instruction. Each level builds upon the previous level. The following are the three levels of instruction:

Brief: covers the basics of the application, contains two to four chapters, and is typically 120–190 pages long.

Introductory: includes the material in the Brief Lab manual plus two to three additional chapters. The Introductory lab manuals are approximately 300 pages long and prepare students for the *Microsoft Office User Specialist Proficient Exam (MOUS Certification)*

Complete: includes the Introductory lab manual plus an additional five chapters of advanced level content. The Complete lab manuals are approximately 600 pages in length and prepare students to take the *Microsoft Office User Specialist Expert Exam (MOUS Certification).*

Approved Microsoft Courseware

APPROVED COURSEWARE

Use of the Microsoft Office User Specialist Approved Courseware Logo on this product signifies that it has been independently reviewed and approved in complying with the following standards: Acceptable coverage of all content related to the Microsoft Office Exam entitled *Microsoft Word 2000* and sufficient performance-based exercises that relate closely to all required content, based on sampling of text. For further information on Microsoft's MOUS certification program please visit Microsoft's Web site at http://www.microsoft.com/office/traincert/.

此为试读，需要完整PDF请访问： www.ertongbook.com

About the Book

Each lab manual features the following:

- ***Learning Objectives:*** At the beginning of each chapter, a list of action-oriented objectives is presented detailing what is expected of the students.
- ***Chapters:*** Each lab manual is divided into chapters.
- ***Modules:*** Each chapter contains three to five independent modules, requiring approximately 30–45 minutes each to complete. Although we recommend you complete an entire chapter before proceeding, you may skip or rearrange the order of these modules to best suit your learning needs.

Case Study

- ***Case Studies:*** Each chapter begins with a Case Study. The student is introduced to a fictitious person or company and their immediate problem or opportunity. Throughout the chapter students obtain the knowledge and skills necessary to meet the challenges presented in the Case Study. At the end of each chapter, students are asked to solve problems directly related to the Case Study.
- ***Feature-Method-Practice:*** Each chapter highlights our unique **"Feature-Method-Practice"** layered approach. The ***Feature*** layer describes the command or technique and persuades you of its importance and relevance. The ***Method*** layer shows you how to perform the procedure, while the ***Practice*** layer lets you apply the feature in a hands-on step-by-step exercise.

① ② ③

- ***Instructions:*** The numbered step-by-step progression for all hands-on examples and exercises are clearly identified. Students will find it surprisingly easy to follow the logical sequence of keystrokes and mouse clicks and no longer worry about missing a step.

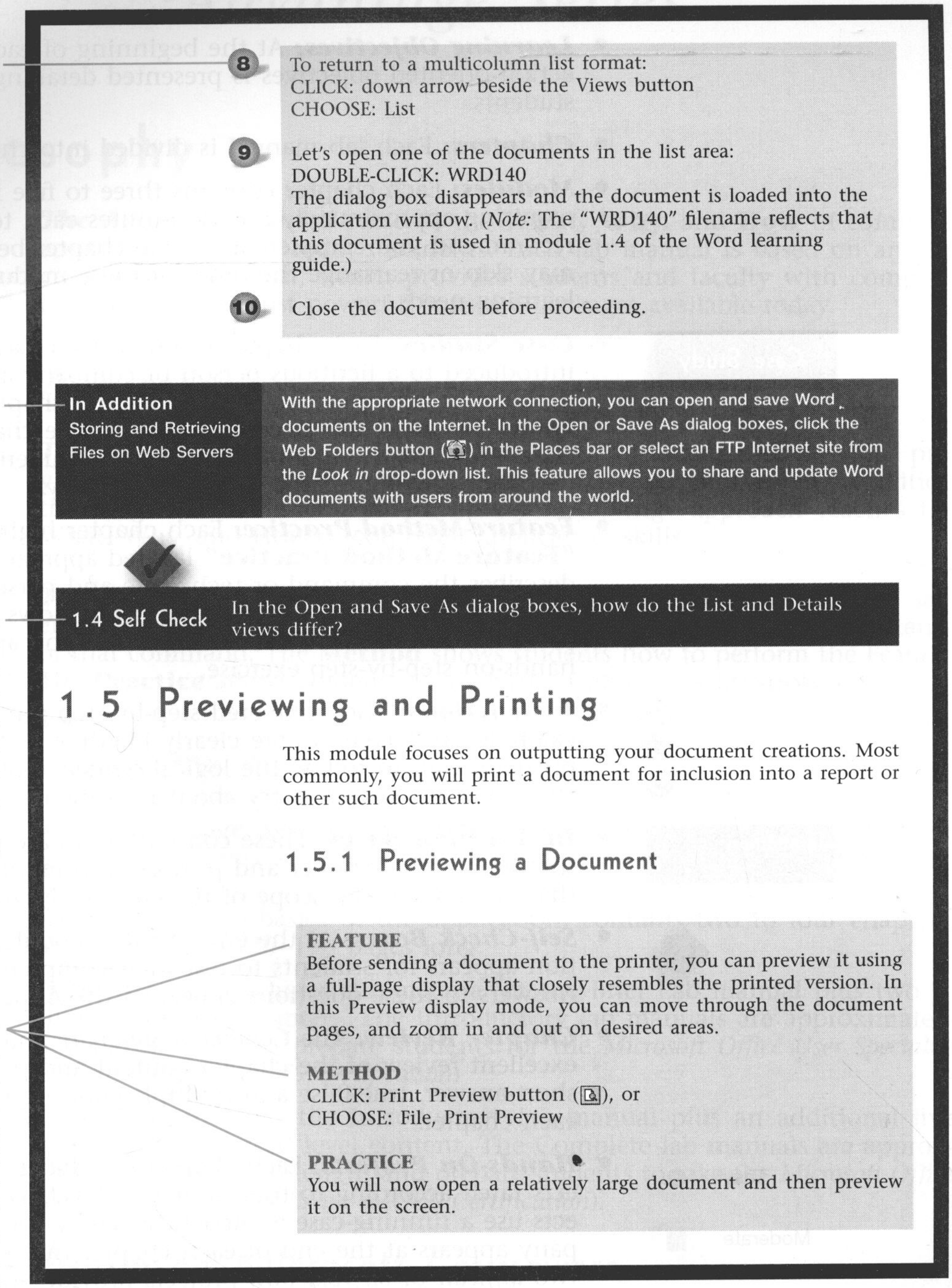
In Addition

- ***In Addition Boxes:*** These content boxes are placed strategically throughout the chapter and provide information on advanced topics that are beyond the scope of the current discussion.
- ***Self-Check Boxes:*** At the end of each module, a brief self-check question appears for students to test their comprehension of the material. Answers to these questions appear in the Appendix.
- ***Chapter Review:*** The *Command Summary* and *Key Terms* provide an excellent review of the chapter content and prepare students for the short-answer, true-false and multiple-choice questions at the end of each chapter.

Easy ●
Moderate ■
Difficult ◆

- ***Hands-On Projects:*** Each chapter concludes with six hands-on projects rated according to their difficulty level. The *easy* and *moderate* projects use a running-case approach, whereby the same person or company appears at the end of each chapter in a particular tutorial. The two *difficult* or *on your own* projects provide greater latitude in applying the software to a variety of creative problem-solving situations.
- ***Appendix: Microsoft Windows Quick Reference:*** Each lab manual contains a Microsoft Windows Quick Reference. This Quick reference teaches students the fundamentals of using a mouse and a keyboard, illustrates how to interact with a dialog box, and describes the fundamentals of how to use the Office 2000 Help System.

Features of This Lab Manual



8 To return to a multicolumn list format:
CLICK: down arrow beside the Views button
CHOOSE: List

9 Let's open one of the documents in the list area:
DOUBLE-CLICK: WRD140
The dialog box disappears and the document is loaded into the application window. (*Note:* The "WRD140" filename reflects that this document is used in module 1.4 of the Word learning guide.)

10 Close the document before proceeding.

In Addition
Storing and Retrieving Files on Web Servers

With the appropriate network connection, you can open and save Word documents on the Internet. In the Open or Save As dialog boxes, click the Web Folders button (🌐) in the Places bar or select an FTP Internet site from the *Look in* drop-down list. This feature allows you to share and update Word documents with users from around the world.

1.4 Self Check In the Open and Save As dialog boxes, how do the List and Details views differ?

1.5 Previewing and Printing

This module focuses on outputting your document creations. Most commonly, you will print a document for inclusion into a report or other such document.

1.5.1 Previewing a Document

FEATURE
Before sending a document to the printer, you can preview it using a full-page display that closely resembles the printed version. In this Preview display mode, you can move through the document pages, and zoom in and out on desired areas.

METHOD
CLICK: Print Preview button (🔍), or
CHOOSE: File, Print Preview

PRACTICE
You will now open a relatively large document and then preview it on the screen.

Instructions: The numbered step-by-step progression for all hands-on examples and exercises are clearly identified. Students will find it surprisingly easy to follow the logical sequence of keystrokes and mouse clicks, and no longer worry about missing a step.

In Addition Boxes: These content boxes are placed strategically throughout the chapter and provide information on topics that are beyond the scope of the current discussion.

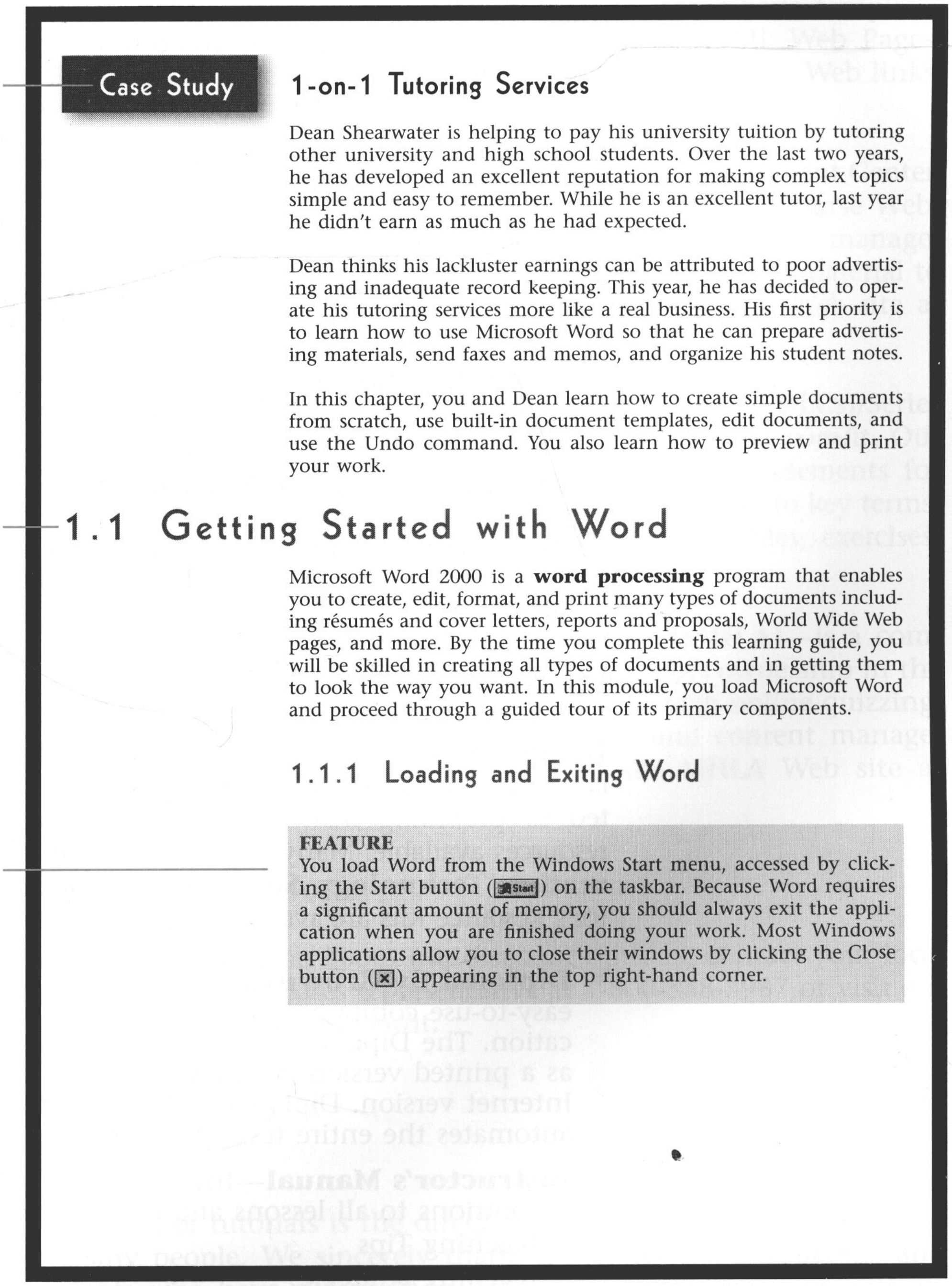
Self-Check Boxes: At the end of each module, a brief self-check question appears for students to test their comprehension of the material. Answers to these questions appear in the Appendix.

Feature-Method-Practice: Each chapter highlights our **unique "Feature-Method-Practice"** layered approach. The ***Feature*** layer describes the command or technique and persuades you of its importance and relevance. The ***Method*** layer shows you how to perform the procedure, while the ***Practice*** layer lets you apply the feature in a hands-on step-by-step exercise.

Case Studies: Each chapter begins with a Case Study. Throughout the chapter, students obtain the knowledge and skills necessary to meet the challenges presented in the Case Study. At the end of each chapter, students are asked to solve problems directly related to the Case Study.

Chapters: Each lab manual is divided into chapters. Each chapter is composed of 2–5 ***Modules.*** Each module is composed of one or more ***Lessons.***

New Design: The *new* Advantage Series design offers a shaded area where the Feature-Method-Practice and numbered step-by-step instructions maintain the focus of the student.



Case Study

1-on-1 Tutoring Services

Dean Shearwater is helping to pay his university tuition by tutoring other university and high school students. Over the last two years, he has developed an excellent reputation for making complex topics simple and easy to remember. While he is an excellent tutor, last year he didn't earn as much as he had expected.

Dean thinks his lackluster earnings can be attributed to poor advertising and inadequate record keeping. This year, he has decided to operate his tutoring services more like a real business. His first priority is to learn how to use Microsoft Word so that he can prepare advertising materials, send faxes and memos, and organize his student notes.

In this chapter, you and Dean learn how to create simple documents from scratch, use built-in document templates, edit documents, and use the Undo command. You also learn how to preview and print your work.

1.1 Getting Started with Word

Microsoft Word 2000 is a **word processing** program that enables you to create, edit, format, and print many types of documents including résumés and cover letters, reports and proposals, World Wide Web pages, and more. By the time you complete this learning guide, you will be skilled in creating all types of documents and in getting them to look the way you want. In this module, you load Microsoft Word and proceed through a guided tour of its primary components.

1.1.1 Loading and Exiting Word

FEATURE

You load Word from the Windows Start menu, accessed by clicking the Start button (Start) on the taskbar. Because Word requires a significant amount of memory, you should always exit the application when you are finished doing your work. Most Windows applications allow you to close their windows by clicking the Close button (☒) appearing in the top right-hand corner.

Teaching Resources

The following is a list of supplemental material that can be used to teach this course.

Skills Assessment

Irwin/McGraw-Hill offers two innovative systems that can be used with the Advantage Series, ATLAS and **SimNet,** which take skills assessment testing beyond the basics with pre- and post-assessment capability.

- **ATLAS—(Active Testing and Learning Assessment Software)**—Atlas is our **live** in the application skills assessment tool. ATLAS allows Students perform tasks while working *live* within the office applications environment. ATLAS is web-enabled and customizable to meet the needs of your course. Atlas is available for Office 2000.
- **SimNet—(Simulated Network Assessment Product)**—SimNet permits you to test the actual software skills students learn about the Microsoft Office Applications in a **simulated** environment. SimNet is web-enabled and is available for Office 97 and Office 2000.

Instructor's Resource Kits

The Instructor's Resource Kit provides professors with all of the ancillary material needed to teach a course. Irwin/McGraw-Hill is committed to providing instructors with the most effective instructional resources available. Many of these resources are available at our **Information Technology Supersite** at www.mhhe.com/it. Our Instructor's Resource Kits are available on CD-ROM and contain the following:

- **Diploma by Brownstone**—is the most flexible, powerful, and easy-to-use computerized testing system available in higher education. The Diploma system allows professors to create an exam as a printed version, as a LAN-based Online version and as an Internet version. Diploma includes grade book features, which automates the entire testing process.
- **Instructor's Manual**—Includes:
  —Solutions to all lessons and end-of-chapter material
  —Teaching Tips
  —Teaching Strategies
  —Additional exercises
- **Student Data Files**—To use the Advantage Series, students must have data files to complete practice and test lessons. The instructor and students using this text in classes are granted the right to post the student files on any network or stand-alone computer, or to distribute the files on individual diskettes. The student files may be downloaded from our IT Supersite at www.mhhe.com/it.
- **Series Web Site**—Available at www.mhhe.com/cit/apps/adv/.

Digital Solutions

PageOut Lite—allows instructors to create their own basic Web sites hosted by McGraw-Hill. PageOut Lite includes three basic templates that automatically convert typed material into HTML Web Pages. Using PageOut Lite an instructor can set up a Home page, Web links, and a basic course syllabus and lecture notes.

PageOut—Irwin/McGraw-Hill's Course Webster Development Center. PageOut allows an instructor to create a more complex course Webster with an interactive syllabus and some course management features. Like PageOut Lite, PageOut converts typed material to HTML. For more information, please visit the PageOut Web site at www.mhla.net/pageout.

OLC/Series Web Sites—Online Learning Centers (OLCs)/Series Sites are accessible through our Supersite at www.mhhe.com/it. Our OLC/Series Sites provide pedagogical features and supplements for our titles online. Students can point and click their way to key terms, learning objectives, chapter overviews, PowerPoint slides, exercises, and Web links.

The McGraw-Hill Learning Architecture (MHLA)—is a complete course delivery system. MHLA gives professors ownership in the way digital content is presented to the class through online quizzing, student collaboration, course administration, and content management. For a walkthrough of MHLA, visit the MHLA Web site at www.mhla.net.

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For more information about our discount options, contact your local Irwin/McGraw-Hill Sales representative at 1-800-338-3987 or visit our Web site at www.mhhe.com/it.

Acknowledgments

This series of tutorials is the direct result of the teamwork and heart of many people. We sincerely thank the reviewers, instructors, and students who have shared their comments and suggestions with us over the past few years. We do read them! With their valuable feedback, our tutorials have evolved into the product you see before you.

Many thanks go to Trisha O'Shea and Carrie Berkshire from Irwin/McGraw-Hill whose management helped to get this book produced in a timely and efficient manner. Special recognition goes to all of the individuals mentioned in the credits at the beginning of this tutorial. And finally, to the many others who weren't directly involved in this project but who have stood by us the whole way, we appreciate your encouragement and support.

The Advantage Team
Special thanks go out to our contributing members on the Advantage team.

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Walt Musekamp
Ingrid Neumann
Catherine Schuler

Write to Us
We welcome your response to this tutorial, for we are trying to make it as useful a learning tool as possible. Please contact us at

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Contents

CREATING A DOCUMENT

CHAPTER 1

CASE STUDY 3

1.1 GETTING STARTED WITH WORD 3
  - 1.1.1 Loading and Exiting Word, **3**
  - 1.1.2 Touring Word, **5**
  - 1.1.3 Customizing Menus and Toolbars, **7**

1.2 CREATING YOUR FIRST DOCUMENT 10
  - 1.2.1 Inserting and Deleting Text, **11**
  - 1.2.2 Inserting the Date and Time, **14**
  - 1.2.3 Putting "Word Wrap" to Work, **16**

1.3 EDITING YOUR WORK 17
  - 1.3.1 Using the Undo, Redo, and Repeat Commands, **17**
  - 1.3.2 Correcting Mistakes As You Type, **19**

1.4 MANAGING FILES 21
  - 1.4.1 Beginning a New Document, **22**
  - 1.4.2 Saving and Closing, **25**
  - 1.4.3 Opening an Existing Document, **28**

1.5 PREVIEWING AND PRINTING 30
  - 1.5.1 Previewing a Document, **30**
  - 1.5.2 Printing a Document, **32**

1.6 CHAPTER REVIEW 33

1.7 REVIEW QUESTIONS 35

1.8 HANDS-ON PROJECTS 38

1.9 CASE PROBLEMS 42

CHANGING THE LOOK OF TEXT

CHAPTER 2

CASE STUDY 49

2.1 MOVING THROUGH A DOCUMENT 49
  - 2.1.1 Positioning the Insertion Point, **50**

2.2 SELECTING TEXT 53
  - 2.2.1 Selecting Text Using the Mouse, **54**

2.3 ENHANCING TEXT 57
  - 2.3.1 Bolding, Italicizing, and Underlining, **58**
  - 2.3.2 Changing Fonts, Font Sizes, and Colors, **60**

2.4 FORMATTING PARAGRAPHS 63
  - 2.4.1 Displaying Paragraph, Marks **63**
  - 2.4.2 Changing Paragraph Alignment, **65**
  - 2.4.3 Indenting Paragraphs, **66**
  - 2.4.4 Creating Bulleted and Numbered Lists, **70**
  - 2.4.5 Changing Line Spacing, **73**
  - 2.4.6 Setting Tabs, **76**

2.5 CHAPTER REVIEW 79

2.6 REVIEW QUESTIONS 82

2.7 HANDS-ON PROJECTS 84

2.8 CASE PROBLEMS 88

CHAPTER 3 MODIFYING A DOCUMENT

CASE STUDY 95

3.1 CUSTOMIZING YOUR WORK AREA 95
  - 3.1.1 Selecting a View, **96**
  - 3.1.2 Zooming the Display, **98**

3.2 FINDING AND REPLACING TEXT 100
  - 3.2.1 Finding Text, **100**
  - 3.2.2 Replacing Text, **103**

3.3 COPYING AND MOVING INFORMATION 105
  - 3.3.1 Copying Formatting Attributes, **106**
  - 3.3.2 Using the Clipboards, **108**
  - 3.3.3 Using Drag and Drop, **111**

3.4 PROOFING A DOCUMENT 114
  - 3.4.1 Checking Spelling and Grammar, **114**
  - 3.4.2 Using the Thesaurus, **117**
  - 3.4.3 Highlighting Text for Review, **118**

3.5 USING AUTOCORRECT 120
  - 3.5.1 Applying AutoCorrect Entries, **120**
  - 3.5.2 Adding and Deleting AutoCorrect Entries, **121**

3.6 CHAPTER REVIEW 124

3.7 REVIEW QUESTIONS 126

3.8 HANDS-ON PROJECTS 128

3.9 CASE PROBLEMS 132

CHAPTER 4 FINALIZING YOUR WORK

CASE STUDY 139

4.1 ADJUSTING THE LAYOUT OF YOUR DOCUMENT 139
  - 4.1.1 Changing Margins, **140**
  - 4.1.2 Changing Page Orientation, **142**
  - 4.1.3 Aligning Text Vertically, **144**
  - 4.1.4 Forcing a Page Break, **145**

4.2 INSERTING HEADERS AND FOOTERS 147
  - 4.2.1 Inserting Page Numbers, **148**
  - 4.2.2 Creating Headers and Footers, **150**

4.3 ADDING SHADING AND PAGE BORDERS 153
  - 4.3.1 Shading Words and Paragraphs, **153**
  - 4.3.2 Creating a Page Border, **156**

4.4 PUBLISHING TO THE WEB 157
  - 4.4.1 Saving a Document to HTML, **158**

4.5 CHAPTER REVIEW 161

4.6 REVIEW QUESTIONS 163

4.7 HANDS-ON PROJECTS 166

4.8 CASE PROBLEMS 171

JAZZING UP YOUR DOCUMENTS

CHAPTER 5

CASE STUDY 179

5.1 DRAWING ATTENTION TO TEXT 179
  - 5.1.1 Applying Special Font Effects, **179**
  - 5.1.2 Inserting Special Characters, **182**
  - 5.1.3 Changing Character and Paragraph Spacing, **184**
  - 5.1.4 Applying Borders to Paragraphs, **186**

5.2 USING SECTIONS TO APPLY VARIED FORMATTING 189
  - 5.2.1 Inserting Section Breaks, **190**
  - 5.2.2 Varying Headers and Footers by Section, **193**
  - 5.2.3 Changing First Page Headers and Footers, **196**

5.3 CREATING COLUMNS 198
  - 5.3.1 Formatting an Entire Document with Columns, **199**
  - 5.3.2 Revising Columns, **200**
  - 5.3.3 Varying the Number of Columns in a Document, **202**
  - 5.3.4 Removing Column Formatting, **203**
  - 5.3.5 Forcing Column Breaks, **205**
  - 5.3.6 Balancing Columns, **206**

5.4 WORKING WITH DRAW OBJECTS 207
  - 5.4.1 Inserting Objects on the Draw Layer, **208**
  - 5.4.2 Manipulating and Formatting Draw Objects, **210**
  - 5.4.3 Applying 3-D Effects and Shadows, **214**
  - 5.4.4 Changing the Order of Objects, **215**

5.5 WORKING WITH OTHER OBJECTS 216
  - 5.5.1 Inserting WordArt, **217**
  - 5.5.2 Inserting Clip Art, **219**
  - 5.5.3 Aligning Text with Graphics, **221**
  - 5.5.4 Creating a Watermark, **224**

5.6 CHAPTER REVIEW 226

5.7 REVIEW QUESTIONS 228

5.8 HANDS-ON PROJECTS 230

5.9 CASE PROBLEMS 236

WORKING WITH TABLES AND LISTS

CHAPTER 6

CASE STUDY 243

6.1 CREATING AND REVISING TABLES 243
  - 6.1.1 Inserting a Table, **244**
  - 6.1.2 Navigating a Table and Entering Data, **247**
  - 6.1.3 Adjusting Column Widths and Row Heights, **249**
  - 6.1.4 Inserting and Deleting Columns and Rows, **252**
  - 6.1.5 Merging and Splitting Cells, **254**

6.2 FORMATTING TABLES 256
  - 6.2.1 Inserting Graphic Objects in Table Cells, **256**
  - 6.2.2 Aligning and Rotating Text, **259**
  - 6.2.3 Applying Borders and Shading, **262**

6.3 MANAGING TABLES AND LISTS 265
  - 6.3.1 Creating a Numbered Outline, **265**
  - 6.3.2 Sorting Tables, Lists, and Paragraphs, **268**
  - 6.3.3 Creating Formulas, **269**

6.4 CHAPTER REVIEW 274

6.5 REVIEW QUESTIONS 276

6.6 HANDS-ON PROJECTS 278

6.7 CASE PROBLEMS 284

CHAPTER 7 INCREASING YOUR PRODUCTIVITY

CASE STUDY 289
7.1 WORKING WITH STYLES AND TEMPLATES 289
  7.1.1 Applying Built-In Styles, **290**
  7.1.2 Creating and Redefining Styles, **293**
  7.1.3 Creating Document Templates, **297**
7.2 PRINTING ENVELOPES AND LABELS 300
  7.2.1 Preparing and Printing Envelopes, **300**
  7.2.2 Preparing and Printing Labels, **303**
7.3 USING HYPERLINKS FOR NAVIGATION 305
  7.3.1 Inserting Hyperlinks, **306**
  7.3.2 Browsing with the Web Toolbar, **309**
7.4 USING THE OFFICE CLIPBOARD 312
  7.4.1 Activating the Office Clipboard, **313**
  7.4.2 Pasting and Clearing Clipboard Items, **315**
  7.4.3 Asking the Office Assistant for Help, **318**
7.5 CHAPTER REVIEW 321
7.6 REVIEW QUESTIONS 324
7.7 HANDS-ON PROJECTS 327
7.8 CASE PROBLEMS 331

CHAPTER 8 PREPARING MULTIPAGE REPORTS

CASE STUDY 339
8.1 INTRODUCING WORD FIELDS 339
  8.1.1 Inserting Word Fields, **340**
  8.1.2 Toggling Between a Field's Results and Code, **343**
8.2 ENHANCING MULTIPAGE REPORTS 344
  8.2.1 Inserting Bookmarks, **345**
  8.2.2 Inserting Cross-References, **347**
  8.2.3 Inserting Footnotes and Endnotes, **350**
  8.2.4 Controlling Pagination, **353**
8.3 CREATING A TABLE OF CONTENTS 356
  8.3.1 Compiling and Updating a Table of Contents, **356**
  8.3.2 Formatting a Table of Contents, **360**
8.4 CREATING AN INDEX 362
  8.4.1 Marking Index Entries, **362**
  8.4.2 Compiling and Updating an Index, **366**
  8.4.3 Formatting an Index, **368**
8.5 WORKING WITH MASTER DOCUMENTS 370
  8.5.1 Creating a Master Document, **371**
  8.5.2 Managing Subdocuments, **374**
  8.5.3 Editing a Master Document, **376**
8.6 CHAPTER REVIEW 377
8.7 REVIEW QUESTIONS 380
8.8 HANDS-ON PROJECTS 382
8.9 CASE PROBLEMS 386

GETTING THE WORD OUT
CHAPTER 9

阳师院 310029616

9.1 CASE STUDY 391
9.1 MERGING TO CREATE FORM LETTERS AND MAILING LABELS 391
- 9.1.1 Identifying the Main Document, **394**
- 9.1.2 Creating a New Data Source Document, **395**
- 9.1.3 Inserting Merge Fields, **399**
- 9.1.4 Merging to Create Form Letters, **401**
- 9.1.5 Merging to Create Labels, **404**
- 9.1.6 Sorting a Data Source, **408**

9.2 PREPARING DOCUMENTS FOR ONLINE VIEWING 411
- 9.2.1 Applying a Theme, **411**
- 9.2.2 Creating a Table of Contents Frame, **413**

9.3 POSTING DOCUMENTS TO WEB SERVERS 415
- 9.3.1 Creating a Web Folder, **416**
- 9.3.2 Saving a File to a Web Folder, **417**

9.4 CHAPTER REVIEW 421
9.5 REVIEW QUESTIONS 423
9.6 HANDS-ON PROJECTS 426
9.7 CASE PROBLEMS 430

WORKING SMARTER
CHAPTER 10

CASE STUDY 435
10.1 PROTECTING YOUR WORK 435
- 10.1.1 Password-Protecting a Document, **435**
- 10.1.2 Protecting Your Work from Viruses, **438**

10.2 MANAGING REVISIONS AND VERSIONS 439
- 10.2.1 Activating the Track Changes Command, **440**
- 10.2.2 Adding Revisions, **442**
- 10.2.3 Managing Revisions, **444**
- 10.2.4 Saving a New Version, **446**
- 10.2.5 Managing Multiple Versions, **448**

10.3 DOCUMENTING YOUR FILES 451
- 10.3.1 Inserting and Deleting Comments, **451**
- 10.3.2 Printing Comments, **454**
- 10.3.3 Changing File Properties, **454**

10.4 INTEGRATING WORD WITH OTHER APPLICATIONS 457
- 10.4.1 Pasting Data from Word to Excel, **458**
- 10.4.2 Linking Excel Data to a Word Document, **459**
- 10.4.3 Embedding Excel Data in a Word Document, **463**
- 10.4.4 Editing Shared Objects, **464**
- 10.4.5 Merging with Alternate Data Sources, **466**

10.5 USING CHARTS TO CLARIFY DATA 469
- 10.5.1 Creating a Basic Chart, **471**
- 10.5.2 Attaching Titles, **473**
- 10.5.3 Applying Chart Types, **475**
- 10.5.4 Formatting Chart Elements, **476**

10.6 CHAPTER REVIEW 479
10.7 REVIEW QUESTIONS 482
10.8 HANDS-ON PROJECTS 484
10.9 CASE PROBLEMS 489

CHAPTER 11 DEVELOPING APPLICATIONS IN WORD

CASE STUDY 495

11.1 CREATING MACROS 495
  - 11.1.1 Recording a Macro, **496**
  - 11.1.2 Playing Back a Macro, **499**
  - 11.1.3 Deleting a Macro, **501**

11.2 EDITING MACROS 502
  - 11.2.1 Launching the Visual Basic Editor, **502**
  - 11.2.2 Modifying a Recorded Macro, **506**
  - 11.2.3 Combining Macros, **507**
  - 11.2.4 Printing Your Macros, **511**

11.3 CUSTOMIZING YOUR WORKSPACE 513
  - 11.3.1 Modifying the Menu Bar, **513**
  - 11.3.2 Manipulating Toolbars, **516**
  - 11.3.3 Customizing a Toolbar, **518**
  - 11.3.4 Creating a New Toolbar, **520**

11.4 CHAPTER REVIEW 523

11.5 REVIEW QUESTIONS 524

11.6 HANDS-ON PROJECTS 527

11.7 CASE PROBLEMS 532

CHAPTER 12 WORKING WITH VISUAL BASIC FOR APPLICATIONS

CASE STUDY 539

12.1 INTRODUCING THE VBA ENVIRONMENT 539
  - 12.1.1 Touring the Visual Basic Editor, **540**
  - 12.1.2 Stepping Through a Macro, **545**
  - 12.1.3 Using Breakpoints, **547**

12.2 UNDERSTANDING THE VBA LANGUAGE 550
  - 12.2.1 Writing VBA Code, **554**

12.3 INTERACTING WITH THE USER 558
  - 12.3.1 Using the INPUTBOX Function, **558**
  - 12.3.2 Using the MSGBOX Function, **563**
  - 12.3.3 Making Decisions with If...Then, **566**

12.4 CREATING A CUSTOM FORM 571
  - 12.4.1 Placing Controls on a Form, **571**
  - 12.4.2 Protecting a Form, **574**
  - 12.4.3 Changing Form Field Options, **576**

12.5 CHAPTER REVIEW 578

12.6 REVIEW QUESTIONS 580

12.7 HANDS-ON PROJECTS 583

12.8 CASE PROBLEMS 589

ANSWERS TO SELF CHECK QUESTIONS EM/WD-1

GLOSSARY EM/WD-7

APPENDIX EM/AP-13

INDEX EM/WD-23

MOUS CERTIFICATION EM/WD-31

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