

Discover Word XP / 2002



DiscoverWare's *Discover Word XP* is an interactive productivity tool for users of Microsoft Word XP. Word XP builds on the word processing features of previous versions of the program to provide powerful tools for creating and sharing professional documents online and on the Web. Topics cover word processing concepts, document and file management, editing and formatting tools, working with graphics and multimedia elements, online collaboration, and working on the Web.

DiscoverWare products combine audio, animation, and software simulation with a unique user interface to make the "discovery" of computer programs both effective and entertaining. The products are also designed to help users learn at their own pace, allowing them to repeat topics or jump to anywhere in the course.

The Discover Word XP interface is intuitive and easy to use:

The Main Menu displays all the categories within the course. The topics within each category provide detailed explanations and examples, as well as hands-on exercises, so users can practice what they're learning.

After completing all the topics in a category, users can find out how much they've learned by taking the Category Quiz. They can also test their overall knowledge of Word XP at any time by accessing the global Test feature.

DiscoverWare's unique Glossary provides a quick reference of terms. In many cases, users can jump directly to the related portion of the course for a more detailed explanation.

A detailed Help feature is always available to ensure users never lose their way.

Main Menu

Move through hours of in-depth content – quickly and easily.

Test

DiscoverWare's test feature lets you track your progress as you learn. You can assess your proficiency at any time: before, during, or after completing a course. Your results are saved for future reference. Tests are available for individual categories, as well as the entire course.

Bookmark

By displaying your progress, DiscoverWare tracks which topics you've completed. Each time you return to DiscoverWare, you can start from the beginning or from where you left off.

Glossary

Need a term defined? This unique glossary includes links to related information in the course. The ultimate "just-in-time" reference, DiscoverWare's Glossary is what on-line help and tutorials should have been in the first place.

About

Click the logo button to display a number of options, including a link to DiscoverWare's website. Here you will find updates, registration and other valuable training offerings exclusive to DiscoverWare users.

Exercises

Practice makes perfect! Hands-on exercises, seamlessly integrated into DiscoverWare's explanations, let you practice using many software features. DiscoverWare's interactive exercises provide step-by-step instruction, making any software easier to learn.

Help

Click the ? for a 'user-friendly' explanation of any feature or function of DiscoverWare.





Discover Word XP / 2002 (Proficient)

Word XP Basics

- Introducing Word XP
 - Word XP Capabilities
- Screen Layout
 - The Task Pane
 - Title Bar, Menus & Toolbars
- View A Document
 - Views In Word XP
 - Normal View
 - Web Layout View
 - Print Layout View
 - Outline View
- Create & Open Documents
 - Create A New Document
 - Use A Template
 - Open An Existing Document
- Save Documents
 - Use The Save & Save As Commands
 - Save A File For Use In Another Program
- Print Documents
 - Preview & Print A Document
 - Modify Print Settings
 - Print An Envelope
 - Print Labels
- Help In Word XP
 - Ask A Question
 - Microsoft Word Help

Work With Text

- Edit Text
 - Enter Text
 - Select Text
 - Deleting Text
 - Move & Copy Text
 - Use Drag-&-Drop
- Use Word Editing Tools
 - Use The Find Command
 - Use The Replace Command
 - Check Spelling & Grammar
 - Use The Thesaurus

Format A Document

- Format Characters
 - Format Text
 - Use The Formatting Toolbar
 - Use The Font Dialog Box
 - Highlight Text
 - Apply Font & Text Effects
 - Insert Symbols
- Format Paragraphs
 - Paragraph Formatting
 - Align Paragraphs
 - Indent Paragraphs
 - Set Tabs (Tabs Command)
 - Set Tabs (Ruler)
 - Use Tab Leaders
- Format Pages
 - Format A Page
 - Set Page Size & Orientation
 - Set Page Margins
 - Insert Page Breaks
- Headers & Footers
 - About Headers & Footers
 - Create A Header & Footer
 - Control Headers & Footers
- Page Numbers
 - Insert Page Numbers
- Date & Time
 - Insert Date & Time
 - Modify Date Field Formats
- Bullets & Numbering
 - About Bullets & Numbering
 - Insert Bullets & Numbering
 - Create An Outline Numbered List
- Borders & Shading
 - Add Borders & Shading

Tables & Columns

- Create & Modify Tables
 - Create A Table
 - Format A Table
 - Modify Table Structure
- Create Columns
 - Create A Column
 - Modify Column Layout

Automate Your Work

- Use AutoCorrect
 - What Is AutoCorrect?
 - AutoCorrect Settings
 - Add AutoCorrect Entries
 - Create An AutoCorrect Exception
- Use AutoText & AutoComplete
 - Use AutoText
 - Create A New AutoText Entry
 - Use AutoComplete
- Use Styles
 - What Is A Style?
 - Character Style Vs. Paragraph Style
 - Styles In Word
 - Apply A Style

Work With Graphics

- Add Images To Documents
 - Graphics In Word XP
 - Insert Clip Art
 - Create A Watermark
- Use Diagrams & Charts
 - Create & Modify A Diagram
 - Create & Modify A Chart

Collaborate In A Workgroup

- Review Shared Documents
 - The Reviewing Toolbar
 - Insert A Comment
 - Track Changes
 - Compare & Merge Documents
- Convert Documents Into Web Pages
 - Save A Document As A Web Page



DiscoverWare



Discover Word XP / 2002 (Expert)

Customize Word XP

- Introducing Word XP
 - What Is Word XP?
 - Why Customize Word XP?
- Customize Menus
 - The Menu Bar
 - Create A Custom Menu
- Customize Toolbars
 - Toolbars
 - Customize A Toolbar
- Macros
 - Record A Macro
 - Edit A Macro
 - Copy, Rename & Delete Macros

Format A Document

- Format A Page
 - Create & Format Document Sections
 - Verify & Clear Paragraph Formatting
- Control Text Flow
 - Control Text Flow
- Styles
 - Create A New Paragraph Style
 - Create A New Character Style
 - Modify A Style

Work With Your Document

- Add Footnotes & Endnotes
 - Insert Footnotes & Endnotes
 - Format & Modify A Note
- Add Cross-References
 - Create A Cross-Reference
- Navigate Documents
 - Create & Use Bookmarks
 - Use Document Map

Tables & Columns

- Sort Tables & Text
 - Sort A Table
 - Sort Text
- Tables As Worksheets
 - Perform Calculations In A Word Table
 - Embed A Worksheet
 - Link A Worksheet

Work With Graphics

- Add Graphics To Documents
 - Graphics In Word XP
 - Insert Clip Art
 - Modify An Image
- Work With Charts
 - Create & Modify A Chart

Specialized Documents

- Use Outlines
 - Create An Outline
- Use Master Documents
 - Create A Master Document
- Create Indexes & Tables Of Contents
 - Mark Index Entries
 - Create & Modify An Index
 - Create & Modify A Table Of Contents
- Use Mail Merge
 - About Mail Merge
 - Use Mail Merge
 - Use Outlook As A Data Source
 - Create Labels
- Create Online Forms
 - About Forms
 - Create A Form
 - Modify A Form

Distribute Word Documents

- Collaborate On Shared Documents
 - Share Your Documents
 - Set Default File Location For Workgroup Templates
 - Distribute A Document For Comments
 - Password Protect A Document
 - E-Mail A Document From Word
- Review Shared Documents
 - The Reviewing Toolbar
 - Insert A Comment
 - Track Changes
 - Review Changes
 - Merge Revisions
- Manage Shared Documents
 - Create Multiple Versions
 - Attach A Digital Signature

Word XP & The Web

- Open Web Pages In Word
 - Open A Web Page In Word
- Create Web Pages
 - What Is HTML?
 - Use The Web Page Wizard
 - Web Page Templates
 - Save A Document As A Web Page
 - Repost HTML Documents
 - What Is A Hyperlink?
 - Create A Hyperlink
 - Modify A Hyperlink



DiscoverWare