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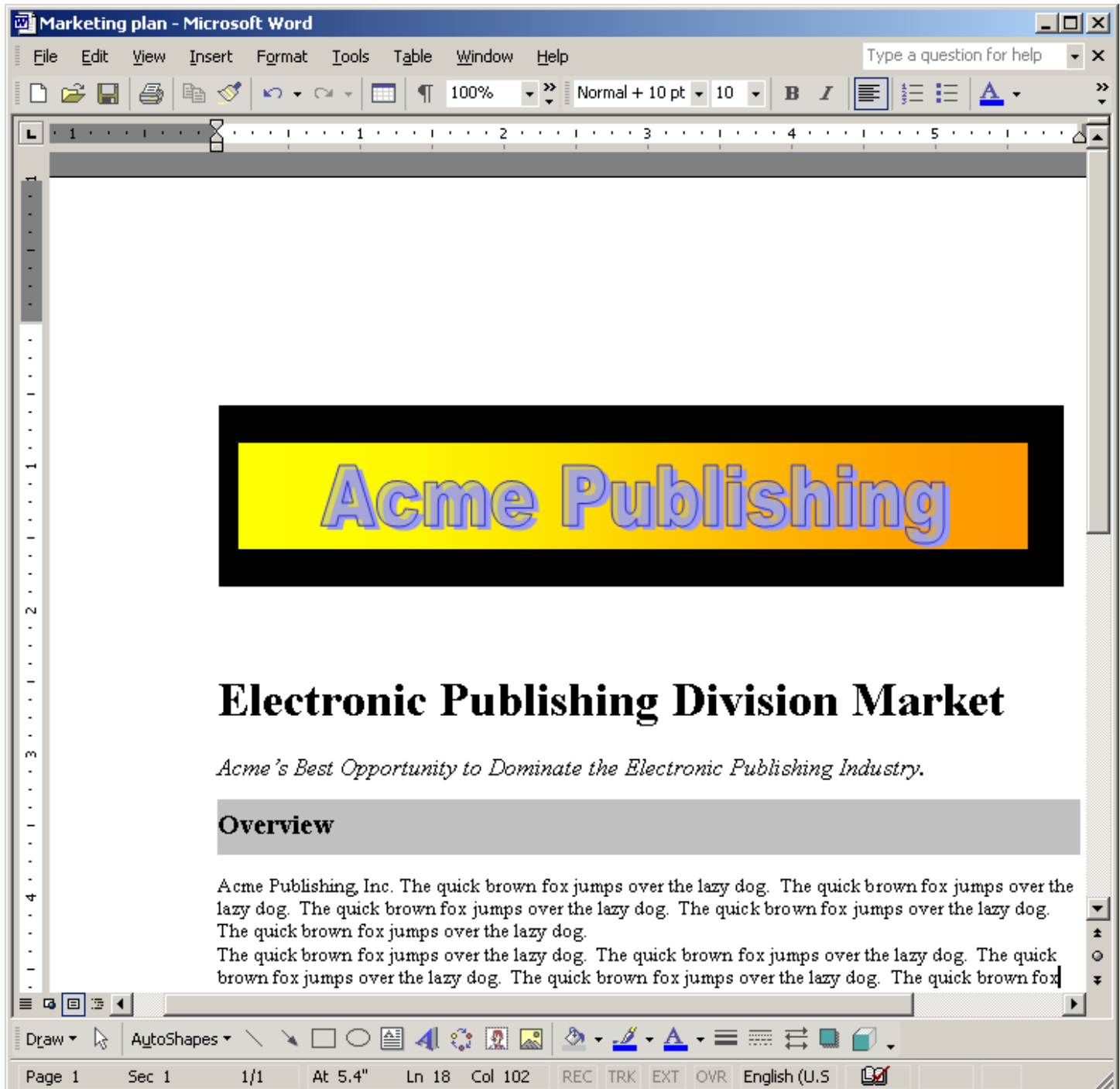
MOUS WORD 2000 CORE DEMO



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MOUS Word 2000 Core

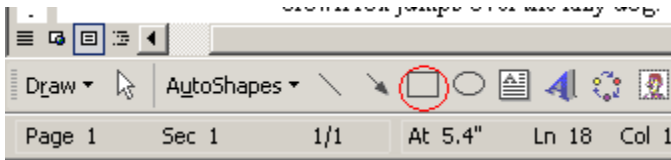
Use the Drawing Toolbar to add a rectangle behind the existing graphic in this document. After creating the draw object, fill the object with dark blue, and add shadow style 6.



MOUS Word 2000 Core

Answer:

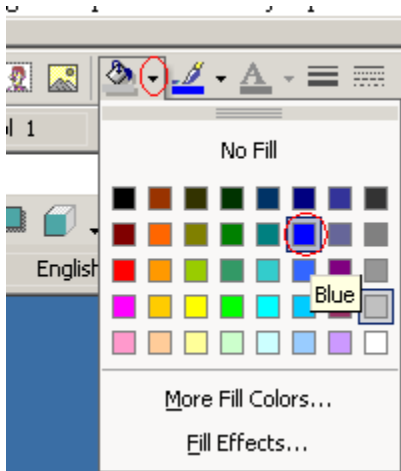
Step 1: Select the rectangle button from the Draw Toolbar.



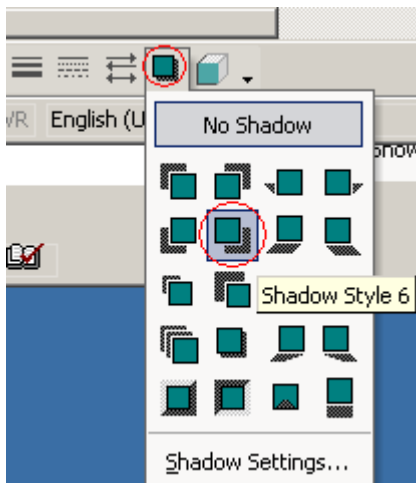
Step 2: Draw a rectangle at the graphical object (Acme Publishing).

Step 3: Adjust the size of rectangle

Step 4: Select Dark blue background color.

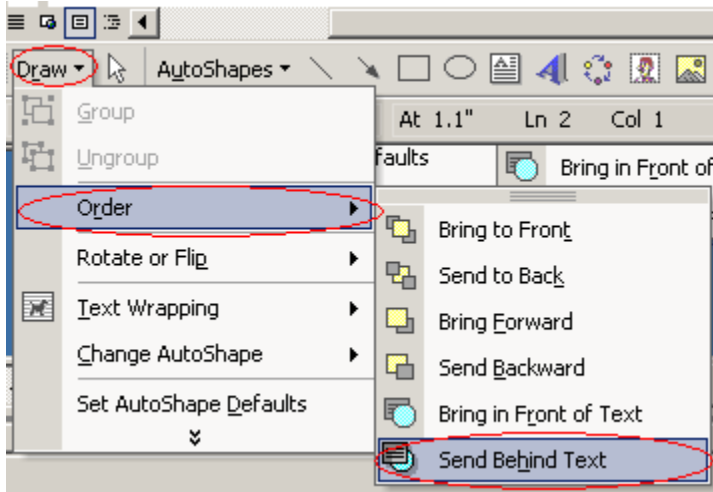


Step 5: Select shadow style 6.



MOUS Word 2000 Core

Step 6: Place it behind the graphic object



End Result (can vary):



Electronic Publishing Division Market

Acme's Best Opportunity to Dominate the Electronic Publishing Industry.

Overview

Acme Publishing, Inc. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog. The quick brown fox jumps over the lazy dog.

MOUS Word 2000 Core

Change the page orientation to Portrait.

The screenshot shows the Microsoft Word 2000 interface. The title bar reads "pricelist - Microsoft Word". The menu bar includes File, Edit, View, Insert, Format, Tools, Table, Window, and Help. The toolbar shows various icons for file operations and formatting. The document content is as follows:

**New Ibis Cycles Direct Pricing
How Low Can We Go?**

Model	Old Price	New Price
Mojo	950	775
Mai Tai	1,800	1,550
Bow Ti	4,000	3,6000
Spanky	1,150	850
Sonoma	1,800	1550

The status bar at the bottom indicates: Page 1, Sec 1, 1/1, At 4.6", Ln 9, Col 1, REC, TRK, EXT, OVR, English (U.S).

MOUS Word 2000 Core

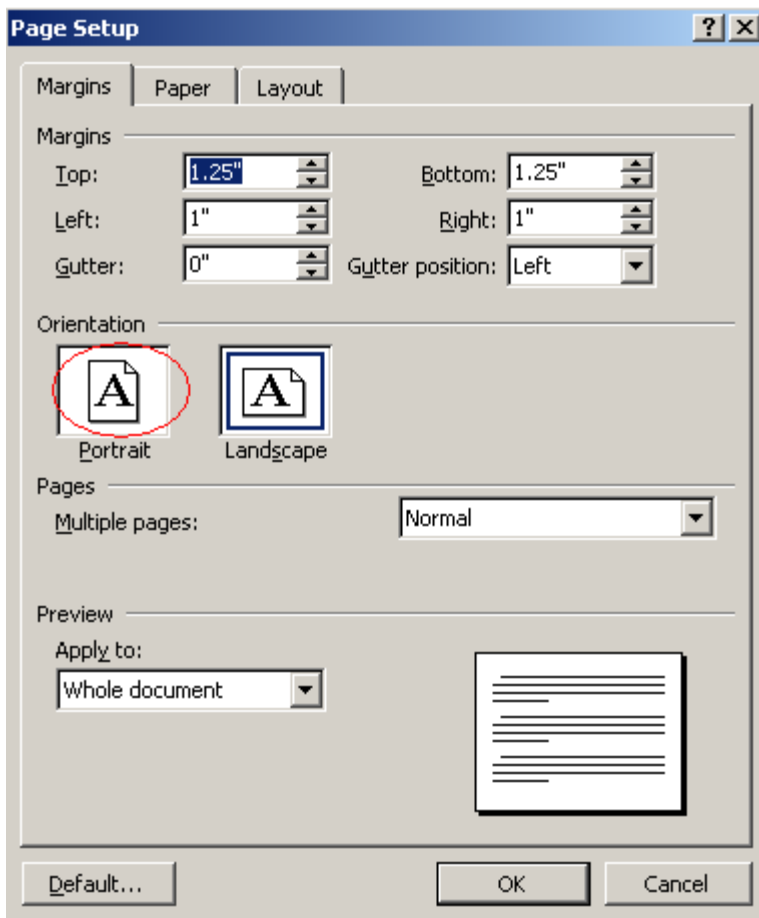
Answer:

Step 1: Select the **File** menu.

Step 2: Select the **Page setup** command.

Step 3: Select the **Margins** tab (if not selected).

Step 4: Set the **Orientation** property to **Portrait** .



Step 5: Press **OK**.

MOUS Word 2000 Core

Add bullets to the italicized text and a numbered list to the underlined text.

Document3 - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Type a question for help

Normal + First I Times New Roman 12 B I U

1 2 3 4 5

Acme Electronics Products

7/1/99
8:00 AM to 9:15 AM
Conference Room A1

Meeting called by: Bill Monroe
Type of meeting: Product Review for Marketing

Attendants: Janet Sommers, Bill Martin, Susan Jackson, William Mallory
Please read: Sales projection worksheet
Please bring: Survey data

Agenda

<u>New Product Proposal</u>	Bill Smith	1
<u>New advertisement Campaign</u>	Susan Jackson	2
<u>Sales projection</u>	John Fox	3

Draw AutoShapes

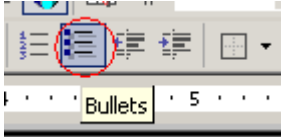
Page 1 Sec 1 1/1 At Ln Col REC TRK EXT OVR English (U.S.)

MOUS Word 2000 Core

Answer:

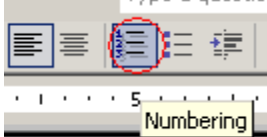
Step 1: Select the three rows with italicized text.

Step 2: Select the **bullets** button.



Step 3: Select the underlined rows (you may have to scroll down to see all underlined rows).

Step 4: Select the **numbering** button.



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Agenda

1. New Product Proposal Bill Smith 1
2. New advertisement Campaign Susan Jackson 2
3. Sales projection John Fox 3

End result: