

WORD 2000 BASIC UPDATES:

Draw and erase table tools

Draw tool You can use this intuitive drawing tool to create and customize tables much the same way you would use a pen — just click and drag to draw the table boundaries and cell partitions, in any height and width you want.

Eraser tool You can use this tool to remove any cell, row, or column partition or block of partitions so that they merge. In earlier versions of Word, you could merge cells only if they were in the same row. In Microsoft Word 2000, you can merge any adjacent cells — vertically or horizontally.

Nested tables

In Word 2000, you can create nested tables — tables inside other tables. Click and drag to draw a nested table just as you would any table.

Vertical and horizontal alignment

You can align text both vertically and horizontally from convenient alignment toolbar buttons. If your text is oriented vertically, the buttons automatically adjust to give you the correct alignment.

Vertical text direction

You can make your text flow vertically (rotated 90 degrees) in table cells, text boxes, and frames. This is a useful feature for creating labels and also for publishing oriented documents where credits or copyrights are printed sideways.

Table resizing

In-table row resize You can adjust any row's height directly in your table by dragging the row border up or down, just as you adjust column widths. If you hold down ALT while you drag the column border, the new vertical ruler shows you the exact row height.

Table move handle You can use the mouse to move your table to another position on the page.

Table resize handle You can change the size of the entire table while maintaining the same row and column proportions.

1. Rest the pointer on the table until the table resize handle appears on the lower-right corner of the table.

¹ Not an improvement

² What is the point of this?

Essentials Word 2000 Basic Text Only

JE Gale



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Dr. Dobb's Journal of Software Tools for the Professional Programmer , 1987 **Fundamentals of Taxation with TaxACT 2006 Deluxe** Ana M. Cruz, Mike DesChamps, Frederick Niswander, Debra Prendergast, Dan Schisler, Jinhee Trone, 2006-11 This book is designed to not only expose beginning tax students to tax law but to also teach the practical intricacies involved in preparation of a tax return Emphasizing a hands on approach to tax education every concept introduced in the text includes meaningful exercises that allow students to reinforce what they are learning Actual tax forms are included within the text from the simplest 1040EZ to the numerous 1040 schedule forms with real world data inserted into actual tax forms to demonstrate applied skills Tax software is also a part of the text package providing yet another tool to bridge the gap between understanding and practical application of tax law **Computer Systems Fundamentals** Edward G. Martin, Jerome S. Burstein, 1990

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