

# 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.

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<sup>1</sup> Not an improvement  
<sup>2</sup> What is the point of this?

# Essentials Word 2000 Basic Text Only

**Patty Winter**



**Essentials Word 2000 Basic Text Only:**

## Unveiling the Magic of Words: A Review of "**Essentials Word 2000 Basic Text Only**"

In a world defined by information and interconnectivity, the enchanting power of words has acquired unparalleled significance. Their capability to kindle emotions, provoke contemplation, and ignite transformative change is actually awe-inspiring. Enter the realm of "**Essentials Word 2000 Basic Text Only**," a mesmerizing literary masterpiece penned by way of a distinguished author, guiding readers on a profound journey to unravel the secrets and potential hidden within every word. In this critique, we shall delve to the book is central themes, examine its distinctive writing style, and assess its profound affect the souls of its readers.

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