

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

D Kirk



Essentials Word 2000 Basic Text Only:

Essentials Word 2000 Basic Text Only: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of bestselling books, exploring the engaging narratives that have charmed audiences this year. Essentials Word 2000 Basic Text Only : Colleen Hoovers "It Ends with Us" This touching tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover masterfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can triumph. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens crafts a tale of resilience, survival, and the transformative power of nature, captivating readers with its evocative prose and mesmerizing setting. These bestselling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of compelling stories waiting to be discovered. The novel begins with Richard Pape, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is a masterful and thrilling novel that will keep you wondering until the very end. The novel is a cautionary tale about the dangers of obsession and the power of evil.

<https://kmsbrunchlive.gobrunch.com/public/scholarship/fetch.php/All%20About%20Time.pdf>

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