

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

ML Morrison



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Table of Contents Essentials Word 2000 Basic Text Only

1. Understanding the eBook Essentials Word 2000 Basic Text Only
 - The Rise of Digital Reading Essentials Word 2000 Basic Text Only
 - Advantages of eBooks Over Traditional Books
2. Identifying Essentials Word 2000 Basic Text Only
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Essentials Word 2000 Basic Text Only
 - User-Friendly Interface
4. Exploring eBook Recommendations from Essentials Word 2000 Basic Text Only
 - Personalized Recommendations
 - Essentials Word 2000 Basic Text Only User Reviews and Ratings
 - Essentials Word 2000 Basic Text Only and Bestseller Lists
5. Accessing Essentials Word 2000 Basic Text Only Free and Paid eBooks
 - Essentials Word 2000 Basic Text Only Public Domain eBooks
 - Essentials Word 2000 Basic Text Only eBook Subscription Services
 - Essentials Word 2000 Basic Text Only Budget-Friendly Options

6. Navigating Essentials Word 2000 Basic Text Only eBook Formats
 - ePub, PDF, MOBI, and More
 - Essentials Word 2000 Basic Text Only Compatibility with Devices
 - Essentials Word 2000 Basic Text Only Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Essentials Word 2000 Basic Text Only
 - Highlighting and Note-Taking Essentials Word 2000 Basic Text Only
 - Interactive Elements Essentials Word 2000 Basic Text Only
8. Staying Engaged with Essentials Word 2000 Basic Text Only
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Essentials Word 2000 Basic Text Only
9. Balancing eBooks and Physical Books Essentials Word 2000 Basic Text Only
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Essentials Word 2000 Basic Text Only
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Essentials Word 2000 Basic Text Only
 - Setting Reading Goals Essentials Word 2000 Basic Text Only
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Essentials Word 2000 Basic Text Only
 - Fact-Checking eBook Content of Essentials Word 2000 Basic Text Only
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements

- Interactive and Gamified eBooks

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