

# 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

**KJ Lindholm-Leary**



**Essentials Word 2000 Basic Text Only:**

The book delves into Essentials Word 2000 Basic Text Only. Essentials Word 2000 Basic Text Only is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Essentials Word 2000 Basic Text Only, encompassing both the fundamentals and more intricate discussions.

1. The book is structured into several chapters, namely:
    - Chapter 1: Introduction to Essentials Word 2000 Basic Text Only
    - Chapter 2: Essential Elements of Essentials Word 2000 Basic Text Only
    - Chapter 3: Essentials Word 2000 Basic Text Only in Everyday Life
    - Chapter 4: Essentials Word 2000 Basic Text Only in Specific Contexts
    - Chapter 5: Conclusion
  2. In chapter 1, the author will provide an overview of Essentials Word 2000 Basic Text Only. This chapter will explore what Essentials Word 2000 Basic Text Only is, why Essentials Word 2000 Basic Text Only is vital, and how to effectively learn about Essentials Word 2000 Basic Text Only.
  3. In chapter 2, the author will delve into the foundational concepts of Essentials Word 2000 Basic Text Only. The second chapter will elucidate the essential principles that need to be understood to grasp Essentials Word 2000 Basic Text Only in its entirety.
  4. In chapter 3, the author will examine the practical applications of Essentials Word 2000 Basic Text Only in daily life. This chapter will showcase real-world examples of how Essentials Word 2000 Basic Text Only can be effectively utilized in everyday scenarios.
  5. In chapter 4, this book will scrutinize the relevance of Essentials Word 2000 Basic Text Only in specific contexts. This chapter will explore how Essentials Word 2000 Basic Text Only is applied in specialized fields, such as education, business, and technology.
  6. In chapter 5, this book will draw a conclusion about Essentials Word 2000 Basic Text Only. This chapter will summarize the key points that have been discussed throughout the book.
- This book is crafted in an easy-to-understand language and is complemented by engaging illustrations. This book is highly recommended for anyone seeking to gain a comprehensive understanding of Essentials Word 2000 Basic Text Only.

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