

Microsoft Word 2010

Level 1



Length: 1 Day
Technology: MS Word 2010
Delivery Method: Instructor-led (classroom)

About this Course

This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Word 2010.

Audience Profile

This course is intended for novice information workers who want to learn beginning level Word 2010 skills.

At Course Completion

After completing this course, students will be able to:

- ✓ Work in the user interface.
- ✓ Create, enter text in, and save documents.
- ✓ Open, move around in, and close documents.
- ✓ Explore forms.
- ✓ View documents in different ways.
- ✓ Make text changes.
- ✓ Find and replace text.
- ✓ Fine-tune text.

- ✓ Correct spelling and grammatical errors.
- ✓ Insert saved text.
- ✓ Quickly format text.
- ✓ Change a document's theme.
- ✓ Manually change the look of characters.
- ✓ Manually change the look of paragraphs.
- ✓ Create and modify lists.
- ✓ Present information in columns.
- ✓ Create tabbed lists.
- ✓ Present information in tables.
- ✓ Format tables.
- ✓ Insert and modify pictures.
- ✓ Change a document's background.
- ✓ Insert building blocks.
- ✓ Preview and adjust page layout.
- ✓ Control what appears on each page.
- ✓ Print documents.
- ✓ Prepare documents for electronic distribution.
- ✓ Add WordArt text.

Course Details

✓ **Module 1: Explore Word 2010**

This module explains how to work with documents, including how to create, save, open, and close them. This module discusses the Access interface and explores various database components, including tables, forms, queries, and reports.

✓ **Module 2: Edit and Proofread Text**

This module explains how to make a document say exactly what you want it to say and how to check it for spelling and grammatical errors.

✓ **Module 3: Change the Look of Text**

This module explains how to apply Quick Styles to text and paragraphs, work with document themes, manually change the look of characters and paragraphs, and create and modify lists.

✓ **Module 4: Organize Information in Columns and Tables**

This module explains how to divide documents into columns; use tab stops; and create, convert, and format tables

✓ **Module 5: Add Simple Graphic Elements**

This module explains how to illustrate a document with pictures, how to dress up the page background, how to work with ready-made building blocks, and how to enhance text with WordArt.

✓ **Module 6: Preview, Print, and Distribute Documents**

This module explains how to preview a document and control its layout, how to print a document, and how to ensure that a document contains no inappropriate information before marking it as final.

Prerequisites

Before attending this course, students must have:

- ✓ Basic computer knowledge, such as keyboard and mouse skills.
- ✓ Basic file-management skills. The student should know how to navigate to folders and files on a computer running Windows 7.