Word 2010 Level 1

Duration: 1 Day

Course Overview:

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is for students who already have a basic understanding of word processing concepts and have used another word processing program. You will create, edit, and enhance standard business documents using Word 2010. The intent being for you to become more proficient and effective using Word 2010.

Who Should Attend: This course is designed for students who wish to learn the basic operations of Word 2010 to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer.

Course Outline:

Getting Started with Word 2010
Identify the Components of the Word Interface
Customize the Word Interface
Display a Document in Different Views
Enter Text in a Document
Save a Document

Editing Text in a Word Document
Select Text
Modify Text
Find and Replace Text

Modifying the Appearance of Text in a Word Document
Apply Character Formatting
Align Text Using Tabs
Display Text as List Items
Modify the Layout of a Paragraph
Apply Styles
Manage Formatting
Apply Borders and Shading

Inserting Special Characters and Graphical Objects
Insert Symbols and Special Characters
Add Illustrations to a Document

Organizing Data in Tables
Insert a Table
Modify a Table
Format a Table
Convert Text to a Table

Proofing a Word Document
Check Spelling and Grammar
Use the Thesaurus

Controlling the Appearance of Pages in a Word Document
Apply a Page Border and Color
Add a Watermark
Add Headers and Footers

Printing Word Documents
Control Page Layout
Preview and Print a Document

Appendix A: Microsoft Office Word 2010

Appendix B: Microsoft Office Word Expert 2010