

SOFTWARE TRAINING CENTER

Word 2010 - Transition from Word 2003 First Look

Duration: 1/2 Day

Course Overview:

You will identify and use the new and enhanced features in Word 2010. Due to the nature of this course and the minimal prerequisites, this course covers the commonly used new features, and not the more advanced new features of the application.

Who Should Attend: This course is designed for experienced Word users who have used earlier versions of Microsoft Office Word, ideally Word 2003, and who are planning to upgrade to Word 2010.

Prerequisites: Students enrolling in this course should understand how to use a previous version of Word, preferably 2003, and have some familiarity with the Internet.

Course Outline:

Identifying the Components of the Word 2010 Environment

- Identify the New Interface Features
- Work with the Ribbon
- Use Options on Contextual Tabs
- Use the Galleries
- Customize the Interface

Adding Images, Styles, and Themes

- Apply Styles
- Apply Document Themes
- Add Visual Effects
- Work with Images

Using Advanced Features

- Add Building Blocks
- Build Equations
- Use the Navigation Pane
- Add Citations and Bibliographies

Finalizing Documents

- Compare Reviewed Documents
- Inspect Documents
- Perform a Compatibility Check

Working with Office Web Apps

- Save Documents to the Web
- Access Documents from the Web

Appendix A: New Features in Word 2010

Appendix B: Secure a Document

Appendix C: Ink Formatting in Tablet PCs

Appendix D: Mobile Features