



MS OFFICE - WORD 2010 - LEVEL 1

OVERVIEW

In this course, students will create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

Duration - 1 Day

OBJECTIVES

Upon successful completion of this course, students will be able to: - identify and work with basic Word 2010 tools and features. - edit text in a Word document. - modify the appearance of text in a Word document. - insert special characters and graphical objects. - organize data in tables. - proof a Word document. - control the appearance of pages in a Word document. - print a Word document.

WHO SHOULD ATTEND?

This course is designed for students who wish to learn the basic operations of the Microsoft Word to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage of ligatures.

SUMMARY CONTENT

Lesson 1:

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

Lesson 2:

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



Lesson 3:

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

Lesson 4:

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

Lesson 5:

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

Lesson 6:

Proofing a Word Document
Check Spelling and Grammar
Use the Thesaurus

Lesson 7:

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

Lesson 8:

Printing Word Documents
Control Page Layout
Preview and Print a Document