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