



Microsoft® Word 2010 Level 1

Course Description:

This course introduces students to word processing using Microsoft® Office Word 2010.

Duration: Instructor-led, group-paced, classroom-delivery learning model with structured hands on activities – 7 hours (1 day)

Course Objectives: To learn to create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

Upon successful completion of this course, students will be able to:

- Explore the various components of the Microsoft® Office Word 2010 environment
- Create a document
- Edit documents by locating and modifying text
- Format text
- Format paragraphs
- Proof documents to make them more accurate
- Control a document's page setup and its overall appearance

Prerequisite: Experience and familiarity with Windows environment

Course Outline

Explore the User Interface

- Quick Access Toolbar
- Use Ribbons and Tabs
- Open/Save/Close a document
- Backstage View

Edit a Document

- Select/Replace text
- Edit text
- Insert/delete/rearrange text
- Use Copy/Cut/Paste options

Proof a Document

- Check spelling and grammar
- Use/Customize Autocorrect
- Enhance meaning using the thesaurus

Utilize Different Document Views

- Switch document views
- Display/Hide Rulers
- Switch between documents
- Use synchronous scrolling

Format Paragraphs

- Set spacing
- Set tabs to align text
- Apply styles
- Choosing themes

Format Documents

- Set margins and page breaks
- Use tab settings
- Use numbered or bulleted lists

Control Page Appearance

- Control page layout
- Apply a page border and color
- Add watermarks
- Add Header and Footers

Print Documents

- Preview a document
- Understand print options
- Print envelopes and labels

Customize the Ribbon