Microsoft® Office Word 2010: Level 1

Training Course Content

Course Objective: Students will create, edit, and enhance standard business documents using Microsoft® Office Word 2010. 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.

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. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Getting Started with Word 2010

Topic 1A: Identify the Components of the Word Interface
Topic 1B: Customize the Word Interface
Topic 1C: Display a Document in Different Views
Topic 1D: Enter Text in a Document
Topic 1E: Save a Document

Lesson 2: Editing Text in a Word Document

Topic 2A: Select Text
Topic 2B: Modify Text
Topic 2C: Find and Replace Text

Lesson 3: Modifying the Appearance of Text in a Word Document

Topic 3A: Apply Character Formatting
Topic 3B: Align Text Using Tabs
Topic 3C: Display Text as List Items
Topic 3D: Modify the Layout of a Paragraph
Topic 3E: Apply Styles
Topic 3F: Manage Formatting
Topic 3G: Apply Borders and Shading

Lesson 4: Inserting Special Characters and Graphical Objects

Topic 4A: Insert Symbols and Special Characters
Topic 4B: Add Illustrations to a Document

Lesson 5: Organizing Data in Tables

Topic 5A: Insert a Table
Topic 5B: Modify a Table
Topic 5C: Format a Table
Topic 5D: Convert Text to a Table

Lesson 6: Proofing a Word Document

Topic 6A: Check Spelling and Grammar
Topic 6B: Use the Thesaurus

Lesson 7: Controlling the Appearance of Pages in a Word Document

Topic 7A: Apply a Page Border and Color
Topic 7B: Add a Watermark
Topic 7C: Add Headers and Footers

Lesson 8: Printing Word Documents

Topic 8A: Control Page Layout
Topic 8B: Preview and Print a Document