

Microsoft Word 2010 Step by Step - Level 1

Introduction

This **one-day** instructor-led course provides students with an overview of the features and functions of Microsoft Word 2010.

Audience Profile

This course is intended for novice information workers who want to learn beginning level Word 2010 skills.

At Course Completion

After completing this course, students will be able to:

- Work in the user interface.
- Create, enter text in, and save documents.
- Open, move around in, and close documents.
- View documents in different ways.
- Make text changes.
- Find and replace text.
- Fine-tune text.
- Correct spelling and grammatical errors.
- Insert saved text.
- Quickly format text.
- Change a document's theme.
- Manually change the look of characters.
- Manually change the look of paragraphs.
- Create and modify lists.
- Present information in columns.
- Create tabbed lists.
- Present information in tables.
- Format tables.
- Insert and modify pictures.
- Change a document's background.
- Insert building blocks.
- Add WordArt text.
- Preview and adjust page layout.
- Control what appears on each page.
- Print documents.
- prepare documents for electronic distribution.

Pre-requisites

Before attending this course, students must have:

- Basic computer knowledge, such as keyboard and mouse skills.
- Basic file-management skills. Should know how to navigate to folders and files on a computer running Windows 7.

Duration

- 1 day
- Includes lunch, refreshments and manuals

Level: 100

Course Outline

Module 1: Explore Word 2010

This module explains how to work with documents, including how to create, save, open, and close them.

Lessons

- Working in the user interface
- Creating, Entering Text in, and Saving Documents
- Opening, Moving Around in, and Closing Documents
- Viewing Documents in Different Ways

Lab : Working in the User Interface

- Explore the interface

Lab : Creating, Entering Text in, and Saving Documents

- Create a document, enter text, and save the document

Lab : Opening, Moving Around in, and Closing Documents

- Explore ways to move around in a document

Lab : Viewing Documents in Different Ways

- Explore different document views

After completing this module, students will be able to:

- Give commands, and open and close documents.
- Create and save documents.
- Move around in documents.
- Look at documents in different ways

Module 2: Edit and Proofread Text

This module explains how to make a document say exactly what you want it to say and how to check it for spelling and grammatical errors.

Lessons

- Making Text Changes
- Finding and Replacing Text
- Fine-Tuning Text
- Correcting Spelling and Grammatical Errors
- Inserting Saved Text

Lab : Making Text Changes

- Edit text



Lab : Finding and Replacing Text

- Edit text by using Find and Replace

Lab : Fine-Tuning Text

- Find a synonym and translate a word

Lab : Correcting Spelling and Grammatical Errors

- Use AutoCorrect and the spelling and grammar checkers

Lab : Inserting Saved Text

- Save paragraphs and text as building blocks

After completing this module, students will be able to:

- Make changes to the text of a document
- Find and replace words and phrases.
- Find the right word to use and translate a word.
- Use the Word spelling and grammar tools.
- Create custom building blocks from selected text and paragraphs.

Module 3: Change the Look of Text

This module explains how to apply Quick Styles to text and paragraphs, work with document themes, manually change the look of characters and paragraphs, and create and modify lists.

Lessons

- Quickly Formatting Text
- Changing a Document's Theme
- Manually Changing the Look of Characters
- Manually Changing the Look of Paragraphs
- Creating and Modifying Lists

Lab : Quickly Formatting Text

- Work with Quick Styles and text effects

Lab : Changing a Document's Theme

- Apply a theme, change it, and then save it

Lab : Manually Changing the Look of Characters

- Format text, and clear text formatting

Lab : Manually Changing the Look of Paragraphs

- Change alignment, indentation, and spacing; and add borders and shading

Lab : Creating and Modifying Lists

- Create and modify bulleted and numbered lists

After completing this module, students will be able to:

- Use ready-made Quick Styles.
- Work with themes and theme elements.
- Make characters and paragraphs look exactly as required.

- Work with different types of lists.

Module 4: Organize Information in Columns and Tables

This module explains how to divide documents into columns; use tab stops; and create, convert, and format tables.

Lessons

- Presenting Information in Columns
- Creating Tabbed Lists
- Presenting Information in Tables
- Formatting Tables

Lab : Presenting Information in Columns

- Create multiple columns, and hyphenate text

Lab : Creating Tabbed Lists

- Use custom tab stops to create a tabbed list

Lab : Presenting Information in Tables

- Create, convert, and format tables

Lab : Formatting Tables

- Format table structure and content

After completing this module, students will be able to:

- Flow text in multiple columns.
- Use tabs to simulate tables.
- Create tables and enter and format table information.
- Create a table by converting a tabbed list.

Module 5: Add Simple Graphic Elements

This module explains how to illustrate a document with pictures, how to dress up the page background, how to work with ready-made building blocks, and how enhance text with WordArt.

Lessons

- Inserting and Modifying Pictures
- Changing a Document's Background
- Inserting Building Blocks
- Adding WordArt Text

Lab : Inserting and Modifying Pictures

- Insert and modify pictures

Lab : Changing a Document's Background

- Apply various types of page backgrounds

Lab : Inserting Building Blocks

- Insert ready-made building blocks



Lab : Adding WordArt Text

- Create and modify a WordArt object

After completing this module, students will be able to:

- Use pictures to add visual interest.
- Change the page background throughout a document.
- Work with read-made building blocks.
- Use WordArt to dress up text.

Module 6: Preview, Print, and Distribute Documents

This module explains how to preview a document and control its layout, how to print a document, and how to ensure that a document contains no inappropriate information before marking it as final.

Lessons

- Previewing and Adjusting Page Layout
- Controlling What Appears on Each Page
- Printing Documents
- Preparing Documents for Electronic Distribution

Lab : Previewing and Adjusting Page Layout

- Preview and adjust a document's layout

Lab : Controlling What Appears on Each Page

- Insert and adjust page and section breaks

Lab : Printing Documents

- Switch printers, and print a document

Lab : Preparing Documents for Electronic Distribution

Finalize a document

After completing this module, students will be able to:

- Check a document's layout on the Print page of the Backstage view.
- Modify page layout.
- Print with default or custom settings.
- Finalize a document before distributing it.

