

Microsoft Word 2010 Step by Step - Level 2

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 information workers who want to learn intermediate-level Word 2010 skills.

At Course Completion

After completing this course, students will be able to:

- Create diagrams.
- Modify diagrams.
- Create picture diagrams.
- Insert charts.
- Modify charts.
- Use existing data in charts.
- Add watermarks.
- Insert symbols and equations.
- Draw and modify shapes.
- Insert screen clippings.
- Reorganize document outlines.
- Arrange objects on the page.
- Use tables to control page layout.
- Save files in different formats.
- Create and modify Web documents.
- Create and publish blog posts.

Pre-requisites

Before attending this course, students must have:

- Basic computer knowledge
- Basic file-management skills
- Basic knowledge of the Word user interface and document creation

Duration

- 1 day
- Includes lunch, refreshments and manuals

Level: 100

Course Outline

Module 1: Insert and Modify Diagrams

This module explains how to create and modify diagrams, and how to use pictures in diagrams.

Lessons

- Creating Diagrams
- Modifying Diagrams
- Creating Picture Diagrams

Lab : Creating Diagrams

- Create and position a diagram

Lab : Modifying Diagrams

- Change a diagram's layout, colors, and shapes

Lab : Creating Picture Diagrams

- Use a picture diagram to show photographs

After completing this module, students will be able to:

- Create organization charts, flow charts, and other business diagrams.
- Update a diagram's information or change its formatting.
- Use a diagram to arrange pictures in a document.

Module 2: Insert and Modify Charts

This module explains how to create and modify a chart, and use information from an existing Excel file in the chart.

Lessons

- Inserting Charts
- Modifying Charts
- Using Existing Data in charts

Lab : Inserting Charts

- Insert a chart into a document

Lab : Modifying Charts

- Customize a chart, and save it as a template

Lab : Using Existing Data in charts

- Plot Excel data in a chart

After completing this module, students will be able to:

- Plot data as a chart.
- Change the chart's elements, and create a template for future charts.
- Use data from an Excel worksheet to plot a chart in Word.



Module 3: Use Other Visual Elements

This module explains how to create text and picture watermarks, insert symbols and equations, draw and modify shapes, and insert a screen clip from Web site.

Lessons

- Adding Watermarks
- Inserting Symbols and Equations
- Drawing and Modifying Shapes
- Inserting Screen Clippings

Lab : Adding Watermarks

- Add text and graphic watermarks

Lab : Inserting Symbols and Equations

- Insert a symbol; then build an equation, and add it to the Equation gallery

Lab : Drawing and Modifying Shapes

- Draw and manipulate shapes

Lab : Inserting Screen Clippings

- Insert a screen clipping

After completing this module, students will be able to:

- Add a picture or text watermark behind the text of a printed or online document.
- Insert symbols, and build simple equation and add it to the Equation gallery.
- Add shapes to documents to add visual interest.
- Use the Word screen clipping tool to capture an image from the computer screen.

Module 4: Organize and Arrange Content

This module explains how to structure documents by reorganizing an outline, change the relationship of elements on the page, and use a table to control page layout.

Lessons

- Reorganizing Document Outlines
- Arranging Objects on the Page
- Using Tables to Control Page Layout

Lab : Reorganizing Document Outlines

- Reorganize a document by adjusting its outline

Lab : Arranging Objects on the Page

- Arrange multiple pictures

Lab : Using Tables to Control Page Layout

- Insert and format nested tables

After completing this module, students will be able to:

- Reorganize a document by using its outline.
- Change how elements on a page relate to one another.
- Insert information in the cells of a table to position them precisely on the page.

Module 5: Create Documents for Use Outside of Word

This module explains how to save files in different formats, work with Web documents, and publish blog posts.

Lessons

- Saving Files in Different Formats
- Creating and Modifying Web Documents
- Creating and Publishing Blog Posts

Lab : Saving Files in Different Formats

- Save a document in XPS format

Lab : Creating and Modifying Web Documents

Save and modify a Web document

Lab : Creating and Publishing Blog Posts

- Register a blog account, and publish a blog post

After completing this module, students will be able to:

- Determine the most appropriate format in which to save a file.
- Save documents as Web pages.
- Contribute to a blog from within Word.

