WORD 2010 INTRODUCTION TRAINING

Microsoft Word 2010 Introduction

COURSE LENGTH: 1.0 DAYS

You can use Microsoft Word 2010 to create stunning, professional-quality documents that you can share with colleagues. Learn the basic skills of how to use Word 2010 by attending PD Training's Word 2010 Introduction Training course; the first of the 3-part Word 2010 series.

The Word 2010 Introduction Training course teaches you how to:create, open, edit, save, and navigate through a document, create PDF and XPS documents, create & edit headers & footers, check spelling and grammar; find synonyms & antonyms, convert text to table, format text in a table and much more.

This comprehensive course is offered in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and throughout the UK.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

WORD 2010 INTRODUCTION TRAINING COURSE OUTLINE

FOREWORD

This Word 2010 Introduction training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Word 2010. After an introduction to Word's window components, participants will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Word 2010.

OUTCOMES

▶ Create a document
▶ Enter text & display nonprinting characters
▶ Save a document
▶ Save a document in a new folder
▶ Set an AutoRecover interval
▶ Rename a folder
▶ Use Word Help
▶ Open a document
▶ Navigate throughout a document
▶ Use the mouse & keyboard to select text
▶ Insert the date & time
▶ Insert symbols
▶ Use the Undo and Redo commands
▶ Cut, copy & paste text
▶ Apply character formatting
▶ Use the Font dialog box
▶ Set & clear tab stops
▶ Format paragraphs
▶ Add & edit bulleted & numbered lists
▶ Set paragraph spacing & indents
▶ Use AutoFormat
▶ Create a table
▶ Convert text to a table
▶ Format text in a table
▶ Add & delete rows and columns in a table
▶ Align a table
▶ Create & edit headers & footers
▶ Change page margins and orientation
▶ Add & delete page breaks
▶ Check spelling and grammar

- Find synonyms & antonyms
- Create PDF and XPS documents
- Control text flow around graphics
- Resize & rotate graphics
- Adjust contrast, brightness & compressions on graphics

MODULES

Lesson 1: Getting started

- The Word window
- New documents
- Word Help

Lesson 2: Navigation and selection techniques

- Document navigation
- Selection techniques

Lesson 3: Editing text

- Working with text
- Using Undo and Redo
- Cutting, copying and pasting text

Lesson 4: Formatting text

- Character formatting
- Tab settings
- Paragraph formatting
- Paragraph spacing and indents
- Automatic formatting

Lesson 5: Tables

- Creating tables
- Working with table content
- Changing the table structure

Lesson 6: Page layout

- Headers and footers
- Margins
- Page breaks

Lesson 7: Proofing and printing documents

- Checking spelling and grammar
- Using AutoCorrect
- Finding and replacing text
- Printing documents
- PDF and XPS documents

Lesson 8: Graphics

- Adding graphics and clip art
- Working with graphics

WEB LINKS

- View this course online