

Microsoft Word 2010 - Fundamentals


**2 day
Course**

Course Objectives This course offers a basic understanding of MS Office Word 2010 and aims to provide all participants with the confidence to use the software more effectively and efficiently in their own working environment.

Pre-requisite No prior knowledge of this package is required, although Windows experience is essential.

Course Content

Day 1

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| Module 1 | Creating documents - Navigation using Ribbon tabs and buttons. Use File menu to open and close documents. Saving as a previous version format. Using the Quick Access toolbar. Preserving recently used files. File properties. Open in Protected View. |
| Module 2 | Inserting and Modifying Text - Insert, modify, cut, copy and paste text and symbols. Apply and modify text formats. Correct spelling and grammar usage. Apply font and text effects. Enter and format Date and Time. |
| Module 3 | Edit Text – Change document views. Use Find and Replace. Use Go to command. Moving through a document. Create and insert QuickPart entries. Use and apply Smart Tags. |
| Module 4 | Creating and Modifying Paragraphs – Basic paragraph formatting. Apply bullet, outline, and numbering format to paragraphs. |
| Module 5 | Formatting Documents - Create and modify a header and footer. Modify document layout and Page Setup options. Preview and Print documents, envelopes, and labels. |
| Module 6 | Working with Graphics - Insert images and graphics. |

Day 2

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| Module 7 | Managing Documents - Manage files and folders for documents. Create documents using templates. Save documents using different names and file formats. Use Research pane. Summarise documents. |
| Module 8 | Advanced Paragraph Formatting - Indentation. Use the tabs command. Set tabs with leaders. Apply borders and shading to paragraphs. |
| Module 9 | Using Quick Styles – Apply a Quick Style. Modifying style. Changing style sets and colour schemes. Creating a character style. |
| Module 10 | Columns – Create and modify column settings. |
| Module 11 | Tables – Create tables. Resize tables. Using the table tools ribbon. Merge and split cells. Align text in cells. Format tables. Autofit columns and rows. Insert quick tables. Draw tables. |
| Module 12 | Workgroup Collaboration – Compare and merge documents. Insert, view and edit comments. Convert documents in to Web pages. Simultaneous Editing of a document. |

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Module 13 **Graphics** – Insert and modify charts. SmartArt diagrams.

