

Course Outline



Tel: +44 (0) 118 979 4000 Fax: +44 (0) 118 979 4000

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Microsoft Word 2010 Level 1

Course Description:

In this course you 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.

This course will prepare you for the Microsoft Office Specialist (MOS) certification skill sets.

Pre-requisites:

Delegates 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.

Course Content:

- **Getting Started with Word 2010**
 - Identify the Components of the Word Interface
 - Customize the Word Interface
 - Display a Document in Different Views
 - Enter Text in a Document
 - Save a Document
- **Editing Text in a Word Document**
 - Select Text
 - Modify Text
 - Find and Replace Text

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- **Modifying the Appearance of Text in a Word Document**
 - Apply Character Formatting
 - Align Text Using Tabs
 - Display Text as List Items
 - Modify the Layout of a Paragraph
 - Apply Styles
 - Manage Formatting
 - Apply Borders and Shading
- **Inserting Special Characters and Graphical Objects**
 - Insert Symbols and Special Characters
 - Add Illustrations to a Document
- **Organizing Data in Tables**
 - Insert a Table
 - Modify a Table
 - Format a Table
 - Convert Text to a Table
- **Proofing a Word Document**
 - Check Spelling and Grammar
 - Use the Thesaurus
- **Controlling the Appearance of Pages in a Word Document**
 - Apply a Page Border and Color
 - Add a Watermark
 - Add Headers and Footers
- **Printing Word Documents**
 - Control Page Layout
 - Preview and Print a Document

Course Duration:

1 Days

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