Microsoft Office 2010: Word

Meet the expert: Stuart Rosen is an instructional designer, writer, and trainer with more than 20 years of experience creating technical, procedural, sales, human relations, and academic training. He has provided training for a wide variety of software applications, including Microsoft Word, Excel, PowerPoint, Access, and Outlook, as well as applications for digital imaging and web design. Stuart has also provided training for numerous custom corporate applications.

Prerequisites: This course assumes that students have some knowledge of working on a computer and are familiar with the Windows Vista or later operating Systems. The students should have an installed version of Microsoft Office 2010 on their computer in order to practice the techniques and steps shown in this course.

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Course description: Microsoft Office Word 2010 is a word processing program you can use to create documents, from the simplest letters to sophisticated presentations. We will show you how to use the Ribbon, which replaces the menus and toolbars used in earlier versions of Word, to create, edit, and enhance your Microsoft Word documents. Then we go beyond the basics, to show you advanced Word 2010 features. You will see how to format documents with Styles, how to change page layouts, how to create mail merge documents, and how to improve your documents with graphics, templates, lists and tables. You will also see how to customize Word to suit the way you work.

Course outline:

Working with Word
- Introduction
- Opening Word
- Tour of the Screen
- The Ribbon
- Insert Tab
- Page Layout Tab
- References Tab
- Mailings Tab
- Review Tab
- View Tab
- Quick Access Toolbar
- Help on Word
- Summary

Working with Text
- Introduction
- Create a Document
- Error Notification
- Error Correction
- File Tab
- Summary

Working With Documents
- Introduction
- Opening Documents
- Protected View
- Document Security
- Auto Save
- Switching Documents
- Creating New Document
- Moving within a Document
- Exiting Word
- Summary

Selecting and Finding Text
- Introduction
- Recent Documents
- Selecting Text
- Inserting Text
- Deleting Text
- Undo and Redo
- Find Feature
- Find and Replace
- Summary

Editing Text
- Introduction
- Thesaurus
- Moving and Copying Text
- Selecting Text
- Auto Complete
- Formatting Text
- Text Alignment
- Font Color
- Font Style
- Format Painter
- Pasting Text
- Track Changes
- Comments
- Final Display
- Saving
- Accept or Reject Changes
- Printing
- Summary

Customizing Word
- Introduction
- General Options
- Proofing Options
- Quick Access Toolbar
- Customize Ribbon
- Hide the Ribbon
- Status Bar
- Summary

Formatting Paragraphs and Page
- Introduction
- Line Spacing
- Indenting
- Alignment
- Moving text
- Tab Stop
- Tabs and the Ruler
- Margins
- Border and Shading
- Alt Key Display
- Page Border
- Summary

Using Styles
- Introduction
- Title Styles
- Heading Styles
- Creating Styles
- Navigation
- Browse
- Style Inspector
- Paragraph Marks
- Layout Views
- Zooming
- Viewing Multiple Documents
- Viewing Different Parts
- Summary

Working with Page Layout
- Introduction
- Page Break
- Line and Page Breaks
- Section Break
- Page Layout
- Headers and Footers
- Page Numbers
- Hide Page Breaks
- Summary

Using Graphics and Templates
- Introduction
- Adding Graphics
- Moving Graphics
- Adding Picture
- Other Graphic Features

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• Adding a Shape
• Word Art
• Working with Templates
• Greeting Card Templates
• Newsletter Templates
• Summary

Using Mail Merge

• Introduction
• Mail Merge Letters
• Mail Merge List
• Merge Fields
• Formatting Merge Fields
• Finish and Merge
• Mailings Tab
• Envelopes and Labels
• Summary

Working with Lists and Tables

• Introduction
• Bulleted List
• Numbered List
• Outline List
• Table
• Selecting Table Items
• Inserting Rows and Columns
• Deleting Rows and Columns
• Formatting a Table
• Table Properties
• Design Tab
• Usage Tip
• Summary