Word 2010, Part 2: Pages, Graphics, and Mailing

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Prerequisites: This course assumes very little familiarity with Microsoft Word 2010. This course is part of 2 courses; Word 2010: Editing and Formatting Text; and Word 2010: Pages, Graphics, and Mailing. Please be sure to view the courses in order if you are new to the material.

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Course description: Master Word 2010 in this 2 part learning series, Word 2010 is Microsoft's word-processing program, designed to help you create, edit, format and present professional-quality documents. Explore the Word 2010 window and get acquainted with the "ribbon" toolbar. Format, review, and edit text. Change text alignments and paragraph spacing. Add headers and footers and insert page breaks. Learn how to include graphics and format and add tables and charts to your Word documents and take advantage of Word 2010's customization features.

Course outline:

Formatting Pages
• Introduction
• Margins & Page Breaks
• Text Flow & Pagination
• Section Breaks & Page
  Numbers
• Line Numbers & Building Blocks
• Adding Headers & Footers
• Adding Footnotes & Endnotes
• Converting & Table of Contents
• Watermarks, Borders, &
  Columns
• Summary

Create Charts & Tables
• Introduction
• Preview & Print Documents
• Printing Envelopes & Labels
• Inserting & Adjusting Tables
• Manipulate & Modify Tables
• Adjusting & Combining Cells
• Cell-Table Splits & Formulas
• Align Text, Shading, & Borders
• Format Tables & Add Charts
• Summary

Working with Graphics
• Introduction
• Word Art, Pics, & Screenshots
• Clip Art, Shapes, & Text Boxes
• Manipulate Graphics & Crop
  Pics
• Adjusting Picture Properties
• Shadows, 3D, & Applying Styles

• Picture Border & Text Wrapping
• Inserting Smart Arts
• Summary

Customizing Word
• Introduction
• Marks, Status Bar, & Ribbon
• Customize the Ribbon Groups
• Create New Ribbon Tabs
• Customize Quick Access
  Toolbar
• Keyboard Shortcuts & Macros
• Summary

Mass Mailing Tools
• Introduction
• Mass Mailing Letters
• Mass Mail Envelopes & Labels
• E-Mailing Docs & Hyperlinks
• Save as Web Page, Post to
  Blog
• Summary