

Microsoft Word 2010

Essentials



Duration: 1 Day Course Code: WRD10E

This course is focuses on all the specific word processing techniques required for day-to-day business using Microsoft Word. By the end of the day students should be able to format a document using character and paragraph formatting techniques.

Learning Outcomes

By the end of this course students will be able to create, edit, format and modify work documents with ease.

Prerequisites

This course is designed for students with little or no knowledge of Word. Basic computer awareness, keyboard and mouse skills are essential.

The Fundamentals

- Opening Word 2010
- Creating a basic document
- Typing and Deleting Text
- Using Basic Formatting
- Using Undo and Redo
- Removing/Resetting Formatting
- Working with your Document
- Saving and Opening Documents
- The Recent File List
- Switching between Open Documents
- File Management
- Using Online Help

The Word Interface

- The New Interface
- Using the Ribbon
- Navigating between Tabs
- Using Option Buttons
- Using the Status Bar and Mini Toolbar
- Right Click Options
- Keyboard Shortcuts
- The Quick Access Toolbar
- Ribbons and Task Groups

Creating New Documents

- Creating a New Document
- Working with Templates
- Navigating around your Document
- Text Selection Techniques
- Moving Text
- Cut, Copy and Paste
- Dragging and Dropping Text
- Finding and Replacing Text

Formatting Techniques

- Font Face and Font Size
- Applying Colour and Highlighting
- Changing Case
- Setting your Default Font
- Using Format Painter
- Adding Drop Caps
- Applying a Quick Style
- Aligning Text
- Working with Tabs
- Types of Tabs
- Inserting/Clearing Tabs
- Paragraph Options
- Paragraph Alignment
- Working with Indents
- Paragraph Spacing
- Borders and Shading

Viewing and Printing

- Working with Layouts
- Web, Print, Reading Layouts
- Working with Views
- Outline Mode, Full Screen
- Basic Viewing Tools
- Zoom and View Controls
- Using Thumbnails
- Advanced Viewing Tools
- Showing Special Characters
- Using the Show/Hide Tools
- Using Print Preview

- Opening Print Preview
- Navigating Print Preview
- Print Preview v's Print Layout

Document Layout Options

- Using Page Setup
- Setting Margins
- Changing Paper Size
- Changing Orientation
- Printing a Document
- Using Basic Print Options
- Advanced Print Options
- Modifying Printer Settings

