

Word 2010 - Part 1 - Basic

Course Overview

In this course, you'll learn how to use Word 2010 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents.

Who Should Attend

This course is intended for students who want to learn basic Word 2010 skills, such as creating, editing, and formatting documents; inserting simple tables and creating lists; and employing a variety of techniques for improving the appearance and accuracy of document content.

Next Steps and Related Courses

Word 2010 - Part 2

Word 2010 - Part 3

Course Outline

1 - Getting Started with Word

- Identify the Components of the Word Interface
- Create a Word Document
- Help

2 - Editing a Document

- Find and Select Text
- Modify Text
- Find and Replace Text

3 - Formatting Text and Paragraphs

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Control Paragraph Layout
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

4 - Adding Tables

- Table
- Modify a Table
- Format a Table
- Convert Text to a Table

5 - Managing Lists

- Sort a List
- Renumber a List
- Customize a List

6 - Inserting Graphic Objects

- Insert Symbols and Special Characters
- Add Images to a Document

7 - Controlling Page Appearance

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers
- Control Page Layout

8 - Proofing a Document

- Check Spelling and Grammar
- Other Proofing Tools

9 - Customizing the Word Environment

- Customize the Word Interface
- Additional Save Options

