



Microsoft Word 2010: Introduction

Overview: Students will learn how to create, edit, and enhance business documents using MS Word 2010.

Prerequisites: Students should be familiar with Windows environment.

Course Length: One Day

Course Content:

Lesson 1: Creating a Basic Word Document

- Identify the Elements of the User Interface
- Customize the Word Environment
- Enter Text in a Document
- Save and Print Document
- Open a Document in Different View Modes
- Obtain Help in Word

Lesson 2: Editing a Word Document

- Navigate Through a Document and Select Text
- Modify Text and Undo Text Changes
- Find and Replace Text

Lesson 3: Formatting Text in a Word Document

- Change Font Styles
- Highlight Text in a Document

Lesson 4: Formatting Paragraphs in a Word Document

- Set Tabs to Align Text
- Modify the Layout of a Paragraph
- Create Lists
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

Lesson 5: Inserting Tables in a Word Document

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

Lesson 6: Inserting Special Characters and Graphical Objects

- Insert Symbols and Special Characters
- Insert Illustrations in a Document

Lesson 7: Controlling the Appearance of the Pages in a Word Document

- Control the Layout of a Page
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

Lesson 8: Proofreading a Word Document

Check Spelling and Grammar

Use the Thesaurus

Customize the AutoCorrect Options