



Microsoft Office Word 2010: New Features

Overview: Students will learn to use the new and enhanced features in Microsoft Office Word 2010

Prerequisites: This course is designed for experienced Word users who have used earlier versions of Microsoft Office Word, ideally Microsoft Office Word 2003.

Course Length: One-Half Day

Course Content

Lesson 1: Identifying the Components of the Word 2010 Environment

Identify the New Interface Features
Work with the Ribbon
Use Options on Contextual Tabs
Use the Galleries
Customize the Interface

Lesson 2: Adding Images, Styles, and Themes

Apply Styles
Apply Document Themes
Add Visual Effects
Work with Images

Lesson 3: Using Advanced Features

Add Building Blocks
Build Equations
Use the Navigation Pane
Add Citations and Bibliographies

Lesson 4: Finalizing Documents

Compare Reviewed Documents
Inspect Documents
Perform a Compatibility Check

Lesson 5: Working with Office Web Apps

Save Documents to the Web
Access Documents from the Web

Appendix A: New Features in Microsoft® Office Word 2010

Appendix B: Secure a Document

Appendix C: Ink Formatting in Tablet PCs

Appendix D: Mobile Features