

Microsoft® Office Word 2010: Level 1

Course length: 1.0 day(s)

Course Description

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

Target Student: This course is designed for students who wish to learn the basic operations of the Microsoft Word to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage of ligatures.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of Element K's introductory Windows courses, such as either of the following, or have equivalent skills and knowledge.

- Windows XP Professional: Level 1
- Windows XP: Introduction

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (MOS) certification skill sets. The MOS and certification program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

Course Objectives

Upon successful completion of this course, students will be able to:

- Identify and work with basic Word 2010 tools and features.
- Edit text in a Word document.
- Modify the appearance of text in a Word document.
- Insert special characters and graphical objects.
- Organize data in tables.
- Proof a Word document.
- Control the appearance of pages in a Word document.
- Print a Word document.

Course Content

Lesson 1: Getting Started with Word 2010

Topic 1A: Identify the Components of the Word Interface

Topic 1B: Customize the Word Interface

Topic 1C: Display a Document in Different Views

Topic 1D: Enter Text in a Document

Topic 1E: Save a Document

Lesson 2: Editing Text in a Word Document

Topic 2A: Select Text

Topic 2B: Modify Text

Topic 2C: Find and Replace Text

Lesson 3: Modifying the Appearance of Text in a Word Document

Topic 3A: Apply Character Formatting

Topic 3B: Align Text Using Tabs

Topic 3C: Display Text as List Items

Topic 3D: Modify the Layout of a Paragraph

Topic 3E: Apply Styles

Topic 3F: Manage Formatting

Topic 3G: Apply Borders and Shading

Lesson 4: Inserting Special Characters and Graphical Objects

Topic 4A: Insert Symbols and Special Characters

Topic 4B: Add Illustrations to a Document

Lesson 5: Organizing Data in Tables

Topic 5A: Insert a Table

Topic 5B: Modify a Table

Topic 5C: Format a Table

Topic 5D: Convert Text to a Table

Lesson 6: Proofing a Word Document

Topic 6A: Check Spelling and Grammar

Topic 6B: Use the Thesaurus

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

Topic 7A: Apply a Page Border and Color

Topic 7B: Add a Watermark

Topic 7C: Add Headers and Footers

Lesson 8: Printing Word Documents

Topic 8A: Control Page Layout

Topic 8B: Preview and Print a Document

Appendix A: Microsoft Office Word 2010

Appendix B: Microsoft Office Word Expert 2010