Microsoft Word 2010
Level 1

ZEPHYR

1 day course

Who should attend?
This course is intended for new Microsoft Word 2010 users.

Prerequisites
Windows XP, Windows Vista, or Windows 7

Course Objectives
Upon completion of the course, participants will be able to accomplish the following:

- Understand the concepts of word processing and learn how to start and exit Microsoft Word 2010, and open, save, and close documents
- Insert and delete text to edit a document and print the document and select different views
- Change paragraph alignment, and move, copy, and replace text in a document
- Enhance text appearance by changing character and paragraph formatting, and using Quick Styles
- Use tab stops, change indents, apply bullets and numbering, and change line spacing to enhance document appearance
- Use margins, page breaks, and headers and footers to enhance the page layout
- Simplify proofreading of documents by checking spelling, enhance productivity by using AutoCorrect and AutoText, and streamline document creation by using templates

Course Content
Getting Started with Word 2010
Understanding Word Processing Concepts ; Getting Started ; Creating and Saving Documents ; Opening Documents
Using Word 2010 Basics
Editing Documents ; Printing and Viewing Documents
Managing Text
Aligning Text ; Moving, Copying, and Replacing Text
Modifying and Enhancing Text Appearance
Formatting Text ; Special Purpose Text ; Quick Styles and Quick Style Sets
Modifying and Enhancing Paragraph Appearance
Using Tabs ; Changing Tab Settings ; Setting Indents ; Applying Bullets and Numbers ; Changing Paragraph and Line Spacing
Controlling Page Layout
Changing Margins ; Inserting Page Breaks ; Using Headers and Footers
Using Writing Tools
Checking Spelling in a Document ; Using AutoCorrect and AutoText ; Using Document Templates