

# Microsoft Word 2010 Level 1

## Overview

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

## Target Student

This course is intended for individuals who want to gain basic knowledge of working with Word.

## Prerequisites

- Use a mouse
- Type and use a keyboard
- Navigate through Windows files and folders
- Work with Windows - minimise, maximise, open and close

## Delegates will learn how 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
- Organise data in tables
- Proof a Word document
- Control the appearance of pages in a Word document
- Print a Word document

## Course Outline

### Lesson 1: Creating a Basic Word Document

- 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 the Pages in a Word Document**

- Topic 7A: Apply a Page Border and Color
- Topic 7B: Add Watermarks

- Topic 7C: Add Headers and Footers

### **Lesson 8: Proofreading a Word Document**

- Topic 8A: Control Page Layout
- Topic 8B: Preview and Print a Document