



MS Word 2010 Essentials



Work more efficiently and create great looking documents using the easy to use new features of Word 2010.

Word 2010 Essentials Training Course

Word 2010 Essentials Training Course Foreword

Welcome to the Microsoft Word 2010 Essentials workshop. Word is a powerful word processing application. However, it does much more than create simple documents. It includes several desktop publishing features to make your documents look great.

Who should attend?

Anyone that wants to use *Word* more efficiently – and create great looking documents using the basic features of MS Word 2010.

Course length

1-day

<p><i>Word 2010</i> Training Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives	<p><i>Word 2010</i> Training Course - Lesson 2 Opening and Closing Word</p> <ul style="list-style-type: none">• Opening Word• Understanding the Interface• Using Backstage View• Creating a Blank Document• Closing Word
<p><i>Word 2010</i> Training Course - Lesson 3 Opening and Working with Documents</p> <ul style="list-style-type: none">• Saving Files• Opening Files• Closing Files• Creating a Document from a Template• Using the Recent List	<p><i>Word 2010</i> Training Course - Lesson 4 Your First Document</p> <ul style="list-style-type: none">• Typing Text• Selecting Text with the Mouse or Keyboard• Dragging and Dropping Text• Starting a New Page
<p><i>Word 2010</i> Training Course - Lesson 5 Basic Editing Tasks</p> <ul style="list-style-type: none">• Using Cut, Copy, and Paste• Using the Office Clipboard• Using Undo and Redo• Finding and Replacing Text• Setting Paste Options• Using the Selection Pane	<p><i>Word 2010</i> Training Course - Lesson 6 Basic Formatting Tasks</p> <ul style="list-style-type: none">• Understanding Levels of Formatting• Changing Font Face and Size• Changing the Font Color• Adding Font Enhancements• Adding a Visual Effect• Clearing Formatting

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Word 2010 Training Course - Lesson 7 **Advanced Formatting Tasks**

- Highlighting Text
- Changing Case
- Using the Format Painter
- Using the Font Dialog
- Setting Open Text Options

Word 2010 Training Course - Lesson 8 **Formatting Paragraphs**

- Changing Spacing
- Setting the Alignment
- Adding Bullets and Numbering
- Adding Borders and Shading

Word 2010 Training Course - Lesson 9 **Working with Styles**

- About Styles
- Applying a Style
- Changing the Style Set
- Changing the Theme
- Changing Theme Elements

Word 2010 Training Course - Lesson 10 **Formatting the Page**

- Adding Headers and Footers
- Formatting Text as Columns
- Changing Page Orientation
- Changing the Page Color
- Adding a Page Border
- Using the Page Setup Dialog

Word 2010 Training Course - Lesson 11 **Adding the Finishing Touches**





- Checking Your Spelling
- Previewing Your Document
- Printing Your Document
- E-Mailing Your Document

Word 2010 Training Course - Lesson 12 **Wrapping Up**

- Words from the Wise

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