

Microsoft® Word 2010 – Introduction

Duration: 1 day

This course is designed for delegates who are new to using Word. It will provide them with the basic skills necessary to create, edit and produce simple and professional looking documents.

Who should attend this course?

Individuals new to using Microsoft Word 2010

Course Objectives

Upon completion of this course participants will be able to:

- Use Word to create professional documents using functionality such as bullets and numbering; indents and alignment
- Create, save, and close a document
- Open an existing document
- Use editing techniques
- Navigate a document using the mouse and the keyboard
- Use Word tools to help proof read and edit documents
- Create Autoformat options that can be used to automate amendments

Course Outline

The Word Interface

- The ribbon bars
- The file option
- Contextual toolbars
- Mini toolbars

Editing Documents

- Navigation and selection
- Cutting, copying and pasting text
- Using drag-and-drop editing
- Using the quick format toolbar

Checking Spelling and Grammar

- Checking spelling/grammar as you type
- Disabling spelling and grammar options
- Running spell checker

Page Layout and Printing

- Using the Page Layout Ribbon
- Previewing a document
- Printing the current document
- Printing multiple copies

Character Formatting

- Changing an existing font
- Modifying the font size
- Using bold and italics via the ribbon bar and keyboard
- Underlining text using the ribbon bar and keyboard
- Using the format painter to alter text formats
- Changing character case

Paragraph Formatting

- Indents
- Alignments
- Line and paragraph spacing
- Borders
- Bullets and numbering

Setting Tabs

- Using tab stops
- Setting tab stops
- Deleting and moving tab stops
- Clearing all tabs
- Creating a leader tab

Autocorrect and Building Blocks

- Creating an AutoCorrect entry
- Deleting an AutoCorrect entry
- Quick Parts Building Blocks