

Microsoft Office Word 2010: Basic (R2)

Course Overview

This course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Course Outline

<u>Course Introduction</u>	1m
<u>Unit 01 - Getting Started</u>	25m
Topic A: The Word Window	
The Word 2010 Window	
Demo - A-1: Starting Word and Exploring the Program Window	
Topic B: New Documents	
Word 2010 Templates	
Demo - B-1: Creating a Document	
Nonprinting Characters	
Demo - B-2: Entering Text and Displaying Nonprinting Characters	
File Type Options	
Demo - B-3: Saving a Document by Using the Save Command	
Demo - B-4: Recovering a Draft of a Previously Saved File	
Save Options	
Demo - B-6: Closing a Document and Closing Word	
Demo - B-7: Renaming a Folder	
Topic C: Word Help	
The Word Help Window	
Unit 01 Review	
<u>Unit 02 - Navigation and Selection Techniques</u>	26m
Topic A: Document Navigation	
Recent Documents	
Demo - A-1: Opening a Document	
Scrollbar Components	
Demo - A-2: Using Scrollbars and Zoom Options	
Using a Split Window	
Demo - A-3: Moving in a Document	
The Go To Tab	
Demo - A-4: Using the Go To Command to Move to a Specific Page	
Demo - A-5: Using the Select Browse Object Button	
Demo - A-6: Using Print Layout View	
Full Screen Reading View	
Demo - A-7: Using Full Screen Reading View	
Topic B: Selection Techniques	

Select Text with the Mouse

Demo - B-1: Using the Mouse to Select Text

Select Text with the Keyboard

Demo - B-2: Using the Keyboard to Select Text

Demo - B-3: Using the Selection Bar to Select Text

Unit 02 Review

Unit 03 - Editing Text

15m

Topic A: Working with Text

Deleting Text

Demo - A-1: Inserting and Deleting Text

The Date and Time Dialog Box

Demo - A-2: Inserting a Date and Time

Demo - A-3: Inserting a Symbol

Topic B: The Undo and Redo Commands

The Redo and Repeat Buttons

Topic C: Cutting, Copying and Pasting Text

The Clipboard Task Pane

The Paste Options Button

Unit 03 Review

Unit 04 - Formatting Text

55m

Topic A: Character Formatting

The Mini Toolbar

Demo - A-1: Applying Character Formatting

The Font Dialog Box

Demo - A-2: Using the Font Dialog Box

Demo - A-3: Highlighting Text

Demo - A-4: Using the Format Painter

Demo - A-5: Using Paste Special

Topic B: Tab Settings

Tabs

Demo - B-1: Examining Tab Stops

Demo - B-2: Setting and Moving a Custom Tab Stop

Demo - B-3: Clearing Tabs and Setting Other Types of Tabs

Demo - B-4: Clearing All Tabs

The Tabs Dialog Box

Demo - B-5: Setting Tab and Leader in the Tabs Dialog Box

Topic C: Paragraph Formatting

Paragraph Alignments

Demo - C-1: Applying Paragraph Alignments

Borders and Shading Dialog Box

Demo - C-2: Applying Borders and Shading

Demo - C-3: Adding Bulleted and Numbered Lists

Define New Bullet Dialog Box

Demo - C-4: Editing Bulleted and Numbered Lists

Topic D: Paragraph Spacing and Indents

Indent Markers

Demo - D-1: Setting Indents

Demo - D-2: Setting a Hanging Indents

Demo - D-3: Setting the Spacing After a Paragraph
Line Spacing
Demo - D-4: Setting Line Spacing for a Paragraph
Topic E: Automatic Formatting
AutoFormat Options
AutoFormat As You Type
Demo - E-1: Using AutoFormat to Format Quoted Text
Unit 04 Review

Unit 05 - Tables

26m

Topic A: Creating Tables

The Table Gallery
Demo - A-1: Creating a Table
Convert Text to Table Dialog Box
Demo - A-2: Converting Text to a Table
Demo - A-3: Drawing a Table

Topic B: Working with Table Content

Moving Within a Table
Demo - B-1: Navigating in a Table
Selecting Elements in a Table
Demo - B-2: Selecting Table Elements
Demo - B-3: Entering Text into a Table
Demo - B-4: Formatting Text in a Table

Topic C: Changing Table Structure

Adding Rows and Columns
Demo - C-1: Adding Rows and Columns
Demo - C-2: Deleting Columns, Rows and an Entire Table
Demo - C-3: Moving a Row and a Column
The Table Properties Dialog Box
Demo - C-5: Aligning a Table
Unit 05 Review

Unit 06 - Page Layout

20m

Topic A: Headers and Footers

A Header
Demo - A-1: Creating a Header and Footer
Demo - A-2: Editing Headers and Footers
Demo - A-3: Inserting Page Numbers

Topic B: Margins

Left and Right Margins
Demo - B-1: Using Print Layout View to Adjust Margins
The Margins Tab
Demo - B-2: Changing Margins and Page Orientation
The Line and Page Breaks Tab
Demo - B-3: Applying Text Flow Options

Topic C: Page Breaks

Adding a Manual Page Break
Demo - C-1: Adding and Deleting Manual Page Breaks
Unit 06 Review

Unit 07 - Proofing and Printing Documents

28m

Topic A: Checking Spelling and Grammar

Spelling and Grammar

The Thesaurus

Topic B: Using AutoCorrect

Demo - B-1: Examining AutoCorrect

Demo - B-2: Using the AutoCorrect Options Button

The AutoCorrect Dialog Box

Demo - B-3: Adding an Entry to your AutoCorrect List

Topic C: Finding and Replacing Text

The Navigation Pane

Demo - C-1: Using the Navigation Pane to Search for Text

The Replace Tab

Demo - C-2: Replacing Text

Replacing Formatting

Demo - C-3: Replacing Formatting

Topic D: Printing Documents

Print Settings

Topic E: PDF and XPS Documents

A PDF Created from a Word Doc

Demo - E-1: Saving a File as a Static Document

Unit 07 Review

Unit 08 - Graphics

18m

Topic A: Adding Graphics and Clip Art

Inserting Graphics

Demo - A-1: Inserting a Graphic

Demo - A-2: Inserting Clip Art

Inserting a Screen Image

Inserting Part of a Screen Image

Topic B: Working with Graphics

The Wrap Text Menu

Demo - B-1: Resizing and Rotating a Graphic

Demo - B-2: Controlling Text Flow Around a Graphic

Demo - B-3: Adjusting a Picture's Color and Compression

Unit 08 Review

Course Closure

Total Duration: 3h 34m