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computer training options

Microsoft Word 2010
Introduction Training

Introduction:
This course aims to give the learner a very good basic grounding in the use of Microsoft Word 2010 to create everyday documents required either at work or at home. The course begins by showing the user how to navigate around Microsoft Word 2010. It quickly gets the user to create a new document before getting into features such as formatting, printing and even creating tables.

Learning Outcomes:
At the completion of the MS Word Intro course you should be able to:

- work with the basic features of Word
- create a new document
- find the information you need in Help
- work with a document
- select and work with text in a document
- cut and copy information within and between documents
- use a range of font formatting techniques
- format paragraphs
- work effectively with features that affect the page layout of your document
- create and modify tables
- print a document

Target Audience:
This course is designed for users new to Microsoft Word 2010 specifically and word processing in general.

Duration:
1 Day

Courseware:
High quality learning materials are available for purchase by participants.
Participants will also be presented with a certificate of achievement upon completion of the course.

Course Content

Getting To Know Microsoft Word
Starting Word
The Word Screen
How Microsoft Word 2010 Works
Using The Ribbon
Using Ribbon KeyTips
Minimising The Ribbon
Understanding The Backstage View
Accessing The Backstage View
Using Shortcut Menus
Understanding Dialog Boxes
Launching Dialog Boxes
Understanding The Quick Access Toolbar
Adding Commands To The QAT
Understanding The Status Bar
Exiting Safely From Word

Creating A New Document
Creating Documents In Word
Using The Blank Document Template
Typing Text
The Save As Dialog Box
Saving A New Document
Typing Numbers
Inserting A Date
Document Proofing
Checking Spelling And Grammar
Making Basic Changes
Saving An Existing Document
Printing A Document
Safely Closing A Document

Getting Help
Understanding How Help Works
Accessing The Help Window
Browsing For Help
Returning To The Home Page
Using The Table Of Contents
Searching Using Keywords
Disconnecting Online Help
Printing A Help Topic
Working With Screen Tips
Dialog Box Help
Other Sources Of Help

Working With A Document
The Open Dialog Box
Opening An Existing Document
Navigating With The Keyboard

Scrolling Through A Document
Page Zooming
Viewing The Ruler
Showing Paragraph Marks
Counting Words

Working With Text
Techniques For Selecting Text
Selecting Text Using The Mouse
Selecting Text Using The Keyboard
Editing Text In Insert Mode
Editing Text In Overtype Mode
Deleting Text
Using Undo
Using Redo
Inserting Symbols And Special Characters
Understanding Find And Replace
Finding Words
Replacing Words
Using Go To

Cutting And Copying
Understanding Cutting And Copying
Cutting And Pasting
Copying And Pasting
Drag And Drop Cutting
Drag And Drop Copying
Using The Clipboard Task Pane
Using Paste Special

Font Formatting
Understanding Font Formatting
Working With Live Preview
Changing Fonts
Changing Font Size
Growing And Shrinking Fonts
Making Text Bold
Italicising Text
Underlining Text
Applying Strikethrough
Subscripting Text
Superscripting Text
Highlighting Text
Changing Case
Changing Text Colour
Applying Text Effects
Using The Format Painter
Clearing Font Formatting

Paragraph Formatting

Understanding Paragraph Formatting
Understanding Text Alignment
Changing Text Alignments
Changing Line Spacing
Changing Paragraph Spacing
Indenting Paragraphs
Outdenting Paragraphs
Starting A Bulleted List
Adding Bullets To Existing Paragraphs
Starting A Numbered List
Numbering Existing Paragraphs
Shading Paragraphs
Applying Borders To Paragraphs
Using The Paragraph Dialog Box

Page Layout

Changing Page Margins
Setting Custom Margins
Changing Page Orientation
Changing Paper Sizing
Inserting Page Breaks
Inserting Page Numbers

Tables

Understanding Tables
Creating A Table
Adding Data To A Table
Selecting In Tables
Selecting Using The Mouse
Inserting Columns And Rows
Deleting Columns And Rows
Changing Column Widths
Changing Row Heights
Autofitting Columns
Shading Cells
Modifying Borders
Modifying Border Styles
Choosing A Table Style

Printing

Understanding Printing
Previewing Your Document
Quick Printing
Selecting A Printer
Printing The Current Page
Specifying A Range of Pages
Specifying The Number Of Copies