

# Microsoft Office Word 2010: Basic

- **Course Length:** 1 Day

## 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 Overview

<b><u>Course Introduction</u></b>	1m
<b><u>Unit 01 - Getting Started</u></b>	22m
<b>Topic A: The Word Window</b>	
The Word 2010 Window	
Demo - A-1: Starting Word and Exploring the Program Window	
<b>Topic B: New Documents</b>	
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: Saving a Document in a New Folder	
Save Options	
Demo - B-6: Closing a Document and Closing Word	
Demo - B-7: Renaming a Folder	
<b>Topic C: Word Help</b>	
The Word Help Window	
Unit 01 Review	
<b><u>Unit 02 - Navigation and Selection Techniques</u></b>	26m
<b>Topic A: Document Navigation</b>	
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**

53m

**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

Demo - E-1: Using AutoFormat to Format Quoted Text

Unit 04 Review

## **Unit 05 - Tables**

23m

### **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

### **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: Changing the Width of a Column

The Table Properties Dialog Box

Demo - C-4: 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**

25m

**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

Unit 07 Review

**Unit 08 - Graphics**

16m

**Topic A: Adding Graphics and Clip Art**

Inserting Graphics

Demo - A-1: Inserting a Graphic

Demo - A-2: Inserting Clip Art

**Topic B: Working with Graphics**

The Wrap Text Menu

Demo - B-1: Controlling Text Flow Around a Graphic

Demo - B-2: Resizing and Rotating a Graphic

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

Unit 08 Review

Course Closure

**Total Duration: 3h 22m**