WORD 2010 INTRODUCTION

Generate a group quote today

COURSE LENGTH: 1.0 DAYS

Upon the completion of this Microsoft Word 2010 Introduction training course, you will be adept to cut, copy & paste texts, insert different symbols, apply character formatting, add & edit bulleted & numbered lists, convert some texts to a table, add & delete page breaks and much more!

This training course is now available in Singapore.

This Microsoft Word 2010 Introduction training course can be delivered at your premises anywhere in Singapore by one of our expert local or international trainers.

Contact us today for a group quote.

WORD 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This Microsoft Word 2010 training course is created to provide MS Word users an extensive exploration of the 2010 version of Word. MS Word users will be given an all-inclusive look at the new features of Word 2010. It does not matter if you are new to MS Word or an expert user; this amazing course teaches the most basic features that all individuals will find beneficial.

This Word 2010 Introduction training course running in Singapore wide, is rated 5.0/5.0 in overall quality by ProCert Labs, covers the basic functions and features of Word 2010. After an introduction to Word's window components, participants 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.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, participants should complete the Introduction, Intermediate, and Advanced courses for Word 2010.

OUTCOMES

▶ Create a document
▶ Enter text & display nonprinting characters
▶ Save a document
▶ Save a document in a new folder
▶ Set an AutoRecover interval
▶ Rename a folder
▶ Use Word Help
▶ Open a document
▶ Navigate throughout a document
▶ Use the mouse & keyboard to select text
▶ Insert the date & time
▶ Insert symbols
▶ Use the Undo and Redo commands
▶ Cut, copy & paste text
▶ Apply character formatting
▶ Use the Font dialog box
▶ Set & clear tab stops
▶ Format paragraphs
▶ Add & edit bulleted & numbered lists
▶ Set paragraph spacing & indents
▶ Use AutoFormat
▶ Create a table
▶ Convert text to a table
▶ Format text in a table
▶ Add & delete rows and columns in a table
▶ Align a table
▶ Create & edit headers & footers
▶ Change page margins and orientation
▶ Add & delete page breaks

- Check spelling and grammar
- Find synonyms & antonyms
- Create PDF and XPS documents
- Control text flow around graphics
- Resize & rotate graphics
- Adjust contrast, brightness & compressions on graphics

MODULES

Lesson 1: Getting started

- The Word window
- New documents
- Word Help

Lesson 2: Navigation and selection techniques

- Document navigation
- Selection techniques

Lesson 3: Editing text

- Working with text
- Using Undo and Redo
- Cutting, copying and pasting text

Lesson 4: Formatting text

- Character formatting
- Tab settings
- Paragraph formatting
- Paragraph spacing and indents
- Automatic formatting

Lesson 5: Tables

- Creating tables
- Working with table content
- Changing the table structure

Lesson 6: Page layout

- Headers and footers
- Margins
- Page breaks

Lesson 7: Proofing and printing documents

- Checking spelling and grammar
- Using AutoCorrect
- Finding and replacing text
- Printing documents
- PDF and XPS documents

Lesson 8: Graphics

- Adding graphics and clip art
- Working with graphics

WEB LINKS

- View this course online
- In-house Training Instant Quote