



Microsoft® Word 2010

Core Certification

Courseware 3240-1

Exam 77-881

Course Description

Microsoft® Word 2010 Core teaches the information worker how to work with different types of documents using a variety of core and intermediate features to create and format business documents such as letters, forms, and newsletters. Some topics may appear to be basic skill sets but are discussed in more detail, exploring at a higher level different options that can be chosen or applied for that skill set.

Students who complete this course will have reviewed all of the exam objectives and be on their way to preparing for Microsoft Word 2010 Core Exam #77-881.

Course Series

This *Microsoft Word 2010 Core* courseware is one of nine courses in CCI's Microsoft Office Specialist 2010 series. Other courses available in the series include:

- Excel 2010 Core
- Access 2010
- PowerPoint 2010
- Outlook 2010
- Word 2010 Expert
- Excel 2010 Expert
- SharePoint 2010

Instructor Resources are available and are produced specifically to help and assist an instructor in preparing to deliver the course using the CCI materials. Contact your coordinator or administrator, or call your CCI Account Manager for information on how to access these resources.

Course Prerequisites

This course is designed for students who are familiar with personal computers, using a keyboard and using a mouse. The course assumes that students have completed the *Microsoft Windows* course or have equivalent Microsoft Windows knowledge and experience.

- | | |
|--|---|
| <input type="checkbox"/> start and run Windows | <input type="checkbox"/> use Minimize, Restore Down/Maximize, or Close |
| <input type="checkbox"/> use the taskbar | <input type="checkbox"/> use the left and right mouse buttons appropriately |
| <input type="checkbox"/> use the Start button | <input type="checkbox"/> understand file management techniques |
| <input type="checkbox"/> use the Help feature | <input type="checkbox"/> navigate between files, folders, or drives |

Course Objectives

This course book teaches the skills you will need to successfully complete the Word 2010 Core exam. These skill sets are introduced using a fictional company named Tolano Adventures, a travel service that is a department within Tolano Environmental Consulting. Tolano Adventures offers tours to the public that are friendly to the environment.

You will use Word to create a variety of business documents, including letters, memos, and proposals. As you begin to build your skills, you will then create a variety of flyers and other promotional materials as well as explore different ways to share the information with internal and external customers.

After completing this course, you will be able to:

- ↗ Use the Word interface to access commands and features to complete specific tasks
- ↗ Use Backstage to save, open, close or switch between documents
- ↗ Manipulate the document by selecting text to perform editing tasks such as copy and paste, or find and replace
- ↗ Apply simple formatting to characters and paragraphs
- ↗ Set tabs to align text in columns
- ↗ Apply bullets or numbers to simple lists
- ↗ Apply multi-level bullets or numbers for longer lists
- ↗ Create and manipulate outlines to draft topic flow
- ↗ Apply page formatting such as changing the margins, paper size, or orientation for a document
- ↗ Use specific types of breaks to apply different page formats in a document
- ↗ Apply headers or footers to a document
- ↗ Apply backgrounds or themes for online documents
- ↗ Proof your documents for spelling or grammar errors, as well as recognize contextual errors
- ↗ Use AutoCorrect to store common spelling errors you make, or to store items Word will complete for you
- ↗ Use comments as reminders or to share information in a document with others
- ↗ Use Backstage to preview or print a document
- ↗ Create or draw a table, then manipulate the appearance of the table using formatting or table options
- ↗ Insert, format, or arrange pictures, shapes, text boxes, WordArt, or SmartArt illustrations
- ↗ Use documents to merge information for mass mailings
- ↗ Use QuickParts to assist with frequent-use items such as salutations or inserting and formatting footers
- ↗ Navigate in a document using hyperlinks, bookmarks or a table of contents
- ↗ Using footnotes or endnotes to reference items in a document
- ↗ Manage versions of a shared document
- ↗ Protect your document through passwords or restricting access to change parts of the document

About This Courseware

Courseware Description
Course Design
Course Objectives
Conventions and Graphics

Lesson 1: Getting Started

Lesson Objectives
Looking at the Screen
Working with Text
Working with Documents
Sharing Documents
Review Questions
Lesson Summary

Lesson 2: Manipulating Text

Lesson Objectives
Changing the View
Adjusting the Zoom
Working with Multiple Windows
Selecting Text
Editing Text
Review Questions
Lesson Summary

Lesson 3: Formatting Content

Lesson Objectives
Formatting Characters
Formatting Paragraphs
Using the Format Painter
Review Questions
Lesson Summary

Lesson 4: Working with Tabs

Lesson Objectives
Setting Tab Stops
Organizing List Information
Review Questions
Lesson Summary

Lesson 5: Formatting Documents

Lesson Objectives
Setting up the Document
Using Headers and Footers
Working with Document

Backgrounds

Using Themes
Review Questions
Lesson Summary

Lesson 6: Getting Ready to Print

Lesson Objectives
Proofing Your Document
Preparing to Print
Review Questions
Lesson Summary

Lesson 7: Using Tables

Lesson Objectives
Working with Tables
Inserting a Table
Manipulating Tables
Sorting Lists of Data
Review Questions
Lesson Summary

Lesson 8: Working with Illustrations

Lesson Objectives
Inserting Pictures
Working with Shape Objects
Using SmartArt
Adding Captions
Using Screenshots
Review Questions
Lesson Summary

Lesson 9: Creating Mass Mailing Documents

Lesson Objectives
Creating Simple Mailing Documents
Review Questions
Lesson Summary

Lesson 10: Sharing Documents

Lesson Objectives
Understanding Building Blocks
Navigating with References
Protecting Documents
Recovering Document Versions
Review Questions
Lesson Summary

Appendices

Appendix A: Courseware Mapping
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