

Word 2010 - Level 1

Days of Training: 1

Overview

In this course, students will create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

Prerequisites

Students should be familiar with using personal computers and have used a mouse and keyboard. Students should be comfortable in the Windows environment and be able to use Windows to manage information on their computer. Specifically, students should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Next Steps

Word 2010 - Level 2

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Lesson 1: Getting Started with Word 2010

- Identify the Components of the Word Interface
- Customize the Word Interface
- Display a Document in Different Views
- Enter Text in a Document
- Save a Document

Lesson 2: Editing Text in a Word Document

- Select Text
- Modify Text
- Find and Replace Text

Lesson 3: Modifying the Appearance of Text in a Word Document

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Modify the Layout of a Paragraph
- Apply Styles
- Manage Formatting
- Apply Borders and Shading

Lesson 4: Inserting Special Characters and Graphical Objects

- Insert Symbols and Special Characters
- Add Illustrations to a Document

Lesson 5: Organizing Data in Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Lesson 6: Proofing a Word Document

- Check Spelling and Grammar
- Use the Thesaurus

Lesson 7: Controlling the Appearance of Pages in a Word Document

- Apply a Page Border and Color
- Add a Watermark
- Add Headers and Footers

Lesson 8: Printing Word Documents

- Control Page Layout
- Preview and Print a Document

Word 2010 - Level 2

Days of Training: 1

Overview

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

Prerequisites

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Lesson 1: Managing Lists

- Sort a List
- Renummer a List
- Customize a List

Lesson 2: Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts (optional)

Lesson 3: Creating Customized Formats with Styles and Themes

- Create or Modify a Text Style
- Create a Custom List or Table Style
- Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures

- Resize a Picture
- Adjust the Picture Appearance Settings
- Wrap Text Around a Picture
- Insert and Format Screenshots in a Document

Lesson 5: Creating Customized Graphic Elements

(optional)

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Special Effects to Text
- Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts (optional)

Lesson 7: Controlling Text Flow

- Control Paragraph Flow (optional)
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow (optional)

Lesson 8: Using Templates to Automate Document Creation

- Create a Document Based on a Template
- Create a Template

Lesson 9: Automating the Mail Merge

- Use the Mail Merge Feature
- Merge Envelopes and Labels
- Create a Data Source Using Word

Lesson 10: Using Macros to Automate Tasks (optional)

- Automate Tasks Using Macros
- Create a Macro

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Word 2010 - Level 3

Days of Training: 1

Overview

In this course, students will create, manage, revise, and distribute long documents.

Prerequisites

Students should be able to use Microsoft® Office Word 2010 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. A basic understanding of XML would also be helpful. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work.
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Lesson 1: Using Microsoft Office Word 2010 with Other Programs

(optional)
Link a Word Document to Data in an Excel Worksheet
Send a Document Outline to Microsoft Office PowerPoint
Send a Document as an Email Message

Lesson 2: Collaborating on Documents

Modify User Information
Save and Share a Document for Review
Review a Document
Compare Document Changes
Merge Document Changes
Review Track Changes and Comments
Co-author a Document

Lesson 3: Managing Document Versions

(optional)
Create a New Version of a Document
Compare Document Versions
Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

Insert Bookmarks
Insert Footnotes and Endnotes
Add Hyperlinks
Add Cross-References
Add Citations and a Bibliography
(optional)

Lesson 5: Making Long Documents Easier to Use

Insert Blank and Cover Pages
Insert an Index
Insert Table of Figures
Insert Table of Authorities
(optional)
Insert Table of Contents
Create a Master Document
(optional)
Automatically Summarize a Document **(optional)**

Lesson 6: Securing a Document

Update a Document's Properties
Hide Text
Remove Personal Information from a Document
Set Formatting and Editing Restrictions
Add a Digital Signature to a Document
Set a Password for a Document
Restrict Document Access
(optional)

Lesson 7: Creating Forms **(optional)**

Add Form Fields to a Document
Protect a Form
Save Form Data as Plain Text
Automate a Form

Lesson 8: Using XML in Word

(optional)
Tag an Existing Document
Transform an XML Document