Microsoft® Office Word 2010: Level 1

Training Course Content

Course Objective: Students will create, edit, and enhance standard business documents using Microsoft® Office Word 2010. This course is designed for students who wish to learn the basic operations of the Microsoft Word to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage of ligatures.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Getting Started with Word 2010

Topic 1A: Identify the Components of the Word Interface
Topic 1B: Customize the Word Interface
Topic 1C: Display a Document in Different Views
Topic 1D: Enter Text in a Document
Topic 1E: Save a Document

Lesson 2: Editing Text in a Word Document

Topic 2A: Select Text
Topic 2B: Modify Text
Topic 2C: Find and Replace Text

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

Topic 3A: Apply Character Formatting
Topic 3B: Align Text Using Tabs
Topic 3C: Display Text as List Items
Topic 3D: Modify the Layout of a Paragraph
Topic 3E: Apply Styles
Topic 3F: Manage Formatting
Topic 3G: Apply Borders and Shading

Lesson 4: Inserting Special Characters and Graphical Objects

Topic 4A: Insert Symbols and Special Characters
Topic 4B: Add Illustrations to a Document

Lesson 5: Organizing Data in Tables

Topic 5A: Insert a Table
Topic 5B: Modify a Table
Topic 5C: Format a Table
Topic 5D: Convert Text to a Table

Lesson 6: Proofing a Word Document

Topic 6A: Check Spelling and Grammar
Topic 6B: Use the Thesaurus

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

Topic 7A: Apply a Page Border and Color
Topic 7B: Add a Watermark
Topic 7C: Add Headers and Footers

Lesson 8: Printing Word Documents

Topic 8A: Control Page Layout
Topic 8B: Preview and Print a Document

Microsoft® Office Word 2010: Level 2

Training Course Content

Course Objective: This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools

Prerequisites: Students should be able to use Microsoft Word 2010 to create, edit, format, save, and print business documents containing text, tables, and graphics. Students can obtain this level of skill by taking our Word Level 1 training course.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Managing Lists

Topic 1A: Sort a List
Topic 1B: Renumber a List
Topic 1C: Customize a List

Lesson 2: Customizing Tables and Charts

Topic 2A: Sort Table Data
Topic 2B: Control Cell Layout
Topic 2C: Perform Calculations in a Table
Topic 2D: Create Charts

Lesson 3: Creating Customized Formats with Styles and Themes

Topic 3A: Create or Modify a Text Style
Topic 3B: Create a Custom List or Table Style
Topic 3C: Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures

Topic 4A: Resize a Picture
Topic 4B: Adjust the Picture Appearance
Topic 4C: Wrap Text around a Picture
Topic 4D: Insert and Format Screenshots

Lesson 5: Creating Customized Graphic Elements

Topic 5A: Create Text Boxes and Pull Quotes
Topic 5B: Draw Shapes
Topic 5C: Add WordArt and Other Special Effects to Text

Topic 5D: Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts

Topic 6A: Insert Building Blocks
Topic 6B: Create Building Blocks
Topic 6C: Modify Building Blocks
Topic 6D: Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow

Topic 7A: Control Paragraph Flow
Topic 7B: Insert Columns
Topic 7C: Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

Topic 8A: Create a Document Based on a Template
Topic 8B: Create a Template

Lesson 9: Automating the Mail Merge

Topic 9A: Use the Mail Merge Feature
Topic 9B: Merge Envelopes and Labels

Lesson 10: Using Macros to Automate Tasks

Topic 10A: Automate Tasks Using Macros
Topic 10B: Create a Macro

Microsoft® Office Word 2010: Level 3

Training Course Content

Course Objectives: Students will create, manage, revise, and distribute complex documents. This course is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure 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. To ensure your success, you need to first take Word Levels 1-2 or have equivalent knowledge.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

Topic 1A: Link a Word Document to an Excel Worksheet
Topic 1B: Send a Document Outline to Microsoft® Office PowerPoint®
Topic 1C: Send a Document as an Email Message

Lesson 2: Collaborating on Documents

Topic 2A: Modify User Information
Topic 2B: Send a Document for Review
Topic 2C: Review a Document
Topic 2D: Compare Document Changes
Topic 2E: Merge Document Changes
Topic 2F: Review Track Changes and Comments
Topic 2G: Coauthor a Document

Lesson 3: Managing Document Versions

Topic 3A: Create a New Document Version
Topic 3B: Compare Document Versions
Topic 3C: Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

Topic 4A: Insert Bookmarks
Topic 4B: Insert Footnotes and Endnotes

Topic 4C: Add Captions
Topic 4D: Add Hyperlinks
Topic 4E: Add Cross-References
Topic 4F: Add Citations and a Bibliography

Lesson 5: Simplifying the Use of Long Documents

Topic 5A: Insert Blank and Cover Pages
Topic 5B: Insert an Index
Topic 5C: Insert a Table of Figures
Topic 5D: Insert a Table of Authorities
Topic 5E: Insert a Table of Contents
Topic 5F: Create a Master Document

Lesson 6: Securing a Document

Topic 6A: Hide Text
Topic 6B: Remove Personal Information from a Document
Topic 6C: Set Formatting and Editing Restrictions
Topic 6D: Add a Digital Signature to a Document
Topic 6E: Set a Password for a Document
Topic 6F: Restrict Document Access

Lesson 7: Creating Forms

Topic 7A: Add Form Fields to a Document
Topic 7B: Protect a Form
Topic 7C: Automate a Form