



TECHNOLOGICAL COMPETENCY

MICROSOFT WORD 2010

ONLINE LEARNING

Turn boring documents into must-read material with powerful formatting, charts, and tables. This Microsoft Word course lets employees of any technical level learn exactly what they need to know at their own pace. The course begins with Word fundamentals and then moves on to more advanced topics like styles, charts, and mail merge. With this course, employees will also get interactive examples, alternative methods and shortcuts to common tasks, and self-paced lessons.

Purchase price gives the student unlimited access to the curriculum for one year! The material is efficiently organized and can be searched by key word for instant lookup of a specific function or task.

Objectives:

By the end of this workshop, participants will learn:

- **The basics of editing and formatting text in a document**
- **How to use valuable Word features, such as styles and mail merge**
- **Data analysis features, such as charts and tables**

Price:

Microsoft Word Training: \$129
Word, Excel, PowerPoint: \$239



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Chapter One:

Program Fundamentals

- Starting Word 2010
- What's New in Word 2010
- Understanding the Word Program Screen
- Giving Commands and Using Shortcuts, Creating and Opening a New Document
- Previewing and Printing a Document
- Saving and Closing a Document
- Using Help and Exiting Word

Chapter Two:

Getting Started with Documents

- Entering and Deleting Text
- Selecting and Replacing Text
- Navigating through a Document
- Browsing and Viewing a Document
- Working with the Document Window
- Viewing Multiple Document Windows

Chapter Three:

Working with and Editing Text

- Checking Spelling and Grammar
- Finding and Replacing Text
- Using Word Count and the Thesaurus
- Inserting Symbols and Special Characters
- Copying and Moving Text
- Controlling How Text is Copied or Moved, and Collecting Multiple Items to Move or Copy
- Using Undo, Redo, and Repeat

Chapter Four: Formatting Characters and Paragraphs

- Changing Font Type, Size, and Color
- Changing Font Styles and Effects
- Applying Spacing and Ligatures
- Creating Lists
- Changing Paragraph Alignment
- Adding Paragraph Borders and Shading
- Changing Line Spacing
- Changing Spacing Between Paragraphs
- Copying Formatting
- Setting, Adjusting, & Removing Tab Stops
- Using Left and Right Indents
- Using First Line and Hanging Indents

Chapter Five: Formatting the Page

- Adjusting Margins
- Changing Page Orientation and Size
- Using Columns and Page Breaks
- Working with Section Breaks, Line Numbers, Hyphenation, & Background
- Adding a Cover Page and Page Numbers, Headers and Footers

Chapter Six:

Working with Themes and Styles

- Applying and Creating a Style
- Modifying and Deleting a Style
- Working with the Styles Gallery

- Creating a New Quick Style Set
- Selecting, Removing, and Printing Styles
- Comparing and Cleaning Up Styles
- Applying Document Themes
- Creating New Theme Colors and Fonts
- Save a New Document Theme

Chapter Seven: Working with Shapes and Pictures

- Inserting Clip Art and Screenshots
- Inserting Pictures and Graphics Files
- Removing a Picture's Background
- Altering the Look of and Formatting Pictures and Graphics
- Inserting and Formatting Shapes
- Resizing, Moving, Copying, Positioning, Grouping, and Deleting Objects and Applying Special Effects
- Aligning and Distributing Objects
- Flipping and Rotating Objects
- Layering Objects
- Inserting a Text Box

Chapter Eight: Working with WordArt, SmartArt, and Charts

- Inserting, Editing, and Formatting WordArt
- Inserting, Working with, and Formatting SmartArt Elements
- Inserting and Formatting a Chart
- Working with Labels
- Formatting Chart Elements
- Formatting a Chart Area
- Using Chart Templates
- Changing Chart Type

Chapter Nine:

Working with Tables

- Creating and Working with a Table
- Resizing and Moving a Table
- Adjusting Table Alignment and Text Wrapping
- Working with Cell Formatting
- Merging and Splitting Cells and Tables
- Inserting and Deleting Rows and Columns
- Adjusting Row Height and Column Width
- Using Table Drawing Tools
- Working with Sorting and Formulas
- Working with Borders and Shading
- Using Table Styles and Options
- Converting or Deleting a Table
- Using Quick Tables

Chapter Ten:

Working with Mailings

- An Overview of the Mail Merge Process
- Step 1: Setting Up the Main Document
- Step 2: Creating a Data Source
- Step 2: Selecting an Existing Data Source
- Step 3: Inserting Merge Fields
- Step 3: Inserting Rules Fields
- Step 4: Previewing a Mail Merge
- Step 5: Completing the Mail Merge

- Editing the Data Source
- Creating Labels and Envelopes

Chapter Eleven:

Using Collaborative Editing Tools

- Tracking, Accepting, and Rejecting Revisions; Using Comments
- Comparing and Combining Documents
- Password Protecting a Document
- Protecting a Document

Chapter Twelve:

Working with Outlines, Long Documents, and References

- Creating a Document in Outline View
- Rearranging, Numbering, and Viewing an Outline or Long Document
- Navigating Long Documents
- Working with Master Documents
- Using Bookmarks
- Using Cross-references
- Creating a Table of Contents Using Heading Styles
- Creating a Table of Contents Using TC Entries, Working with Picture Captions
- Creating an Index
- Using Footnotes and Endnotes
- Using Citations and Bibliographies

Chapter Thirteen:

Working with Templates

- Creating a Document Template
- Using a Document Template
- Creating Building Blocks
- Creating AutoText
- Using Building Blocks and AutoText
- Attaching a Different Template to a Document
- Copying Styles between Documents and Templates

Chapter Fourteen:

Working with Forms

- Creating a New Form
- Adding Content Controls
- Assigning Help to Form Content Controls, Preparing the Form for Distribution, and Filling Out a Form

Chapter Fifteen: Customizing Word

- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Using and Customizing AutoCorrect
- Changing Word's Default Options

Chapter Sixteen: More Topics

- Converting an Older Document to Word 2010
- Translating Text, Publishing a Blog Entry, and Using Hyperlinks
- Viewing Document Properties and Finding a File
- Recovering Your Documents
- Managing Versions
- Saving a Document as PDF or XPS
- Adding a Digital Signature to a Document
- Recording a Macro
- Playing and Deleting a Macro
- Editing a Macro's Visual Basic Code