

MICROSOFT WORD 2010 INTRODUCTION

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COURSE LENGTH: 1.0 DAYS

Microsoft Word 2010 is one of the most widely used word processing programs to create professional documents, so having the basic skills to use this program is a minimum requirement for new hires in most businesses.

The PD Training Microsoft Word 2010 Introduction Training Course provides you with comprehensive skills in each of the basic features of Word 2010, such as navigation, page layout, editing, using graphics, adding and formatting text and more. This introductory training course teaches you how to use Word 2010 effortlessly to create, edit and save documents.

This fun and practical training course is available now across New Zealand, including Auckland, Wellington and Christchurch.

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MICROSOFT WORD 2010 INTRODUCTION COURSE OUTLINE

FOREWORD

This Word 2010 Introduction training course running in Auckland, Wellington, Christchurch and New Zealand 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
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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
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WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)