

Word 2010

Basics

Course Outline

The Microsoft Word 2010 Screen

- Starting Microsoft Word 2010
- The Microsoft Word 2010 screen
- The levels of command organization
- The File Tab
- Ribbon Tabs
- Minimizing the Ribbon
- Switching between tabs using the mouse wheel
- Groups
- Dialog box launcher

Starting to Use Microsoft Word 2010

- Using the default Microsoft Word document
- Saving Microsoft Word documents
- Opening and closing documents
- Save As
- Creating a new document
- Using Help within Microsoft Word
- Alt key help
- Closing Microsoft Word
- Saving documents using different formats
- Creating documents using different templates
- Switching between Word Views
- Navigating through documents

Manipulating Text

- Select, then format
- Selecting text
- Inserting, deleting, undo and redo
- Insert and overtype mode
- Copying text within a document
- Moving (cutting) text within a document

The Clipboard

- Using the Clipboard
- The Office Clipboard
- Removing items from the Office Clipboard

Text Formatting

- What is text Formatting?
- Font type
- Font size
- Grow Font and Shrink Font icons
- Font size keyboard shortcut
- Bold, italic or underline
- Subscript and superscript

- Case changing
- Highlighting
- Font color
- Copying text formatting
- Removing formatting
- Using Zoom
- Inserting special characters and symbols

Paragraph Formatting

- Paragraph marks
- Soft paragraph (line break) marks
- Recommended techniques for aligning and indenting text
- Aligning text
- Indenting paragraphs
- Applying single or double line spacing within paragraphs
- Applying spacing above or below paragraphs
- Using paragraph spacing rather than using the Return key
- Applying bullets to a list
- Applying numbering to a list
- Modifying bullet and numbering formatting
- Removing bullet or numbering formatting

Borders and shading

- Using borders and shading
- Adding a border
- Modifying borders
- Adding shading
- Modifying your shading
- Applying borders to selected text

Finding and replacing text

Using Find and Replace
Finding text
Replacing text

Tabs

- Tab stops
- Setting and removing tabs
- Viewing tab marks using the Show/Hide icon

Styles

- What are styles?
- Applying styles
- Style Sets

Page Formatting

- What is Page formatting?
- Page orientation and paper size
- Changing the page size
- Page margins
- Inserting Page Breaks
- Deleting Page Breaks
- Use page breaks rather than repeatedly pressing the Return key
- Headers and footers
- Page numbering
- Header and footer fields
- Editing text within a header or footer
- Cover pages
- Applying Automatic Hyphenation

Tables

- Using tables
- Inserting a table
- Navigating within a table
- Selecting and editing text within a table
- Selecting cells, rows, columns or the entire table
- Inserting and deleting rows and columns
- Modifying column width or row height
- Modifying cell borders
- Adding shading to cells
- Modifying cell border width, color and style

Using graphics within Microsoft Word

- Types of graphics that you can insert within Word 2010
- Inserting Pictures
- Inserting Clip Art
- Inserting Shapes
- Inserting SmartArt
- Inserting a chart
- Inserting a screen shot
- Selecting, resizing and deleting graphics
- Copying or moving graphics

Multiple documents

- Multitasking with Word 2010
- Switching between open documents
- Tiling or cascading documents on your screen
- Comparing documents side by side
- Copying or moving selected items between documents

Mail Merge

- What is mail merging?
- Starting the Mail Merge Wizard
- Mail Merge Wizard - Step 1 of 6 'Select document type'
- Mail Merge Wizard - Step 2 of 6 'Select Starting document'
- Mail Merge Wizard - Step 3 of 6 'Select recipients'
- Mail Merge Wizard - Step 4 of 6 'Write your letter'
- Mail Merge Wizard - Step 5 of 6 'Preview your letters'
- Mail Merge Wizard - Step 6 of 6 Printing Options
- Creating a mailing list to be used within a mail merge
- Merging a mailing list to produce labels

Customization

- Customizing Microsoft Word
- Setting the User Name
- Setting the default opening and saving folder

Proofing and Printing

- The importance of proofing
- Spell checking a document
- Adding words to the built-in custom dictionary
- Removing a word from the spell checking dictionary
- Printing options
- Selecting a printer
- Choosing what to print
- Setting the number of copies to print
- Setting the pages per sheet
- Printing only odd or even pages
- Previewing and printing a document