



Word 2010 Intermediate

This course builds on the skills and concepts taught in Word 2010 Basics. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics.

Intermediate Editing and Formatting Techniques

- Finding Specific Text in a Document
- Finding and Replacing Specific Text in a Document
- Applying Underline and Effect Options to Text
- Adjusting Character Spacing in a Document
- Inserting Symbols into a Document
- Using the Format Painter

Setting Up A Table

- Creating a Table
- Formatting a Table
- Inserting and Deleting Rows/Columns in a Table
- Totaling Numeric Entries in a Table
- Merging Cells in a Table
- Entering Vertical Text into a Table Cell
- Using Table AutoFormat

Setting Up Multiple-Column Documents

- Creating Parallel Columns in a Document
- Creating Newspaper Columns in a Document

Using Styles and Templates

- Applying a Style to Text
- Modifying a Style for the Current Document
- Using an Existing Template
- Creating a New Template

Setting Up Outline Documents

- Outlining a Document
- Working In Outline View
- Creating an Outline-style Numbered List

Producing A Report

- Creating an Artistic Text Block
- Adding a Header/Footer to a Document
- Adding Page Numbers to a Document
- Printing Specific Pages of a Document
- Printing an Envelope and a Label

Using Word Internet Features

- Accessing the World Wide Web from Word
- Linking a Word Document to a Web Page

Additional Intermediate Word Features

- Linking External Data to a Word Document
- Inserting a Picture into a Document
- Sending a Word Document Via Electronic Mail