



Word 2010 Introduction

This course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students 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.

Starting Word

- The Word Application Window
- Using the Ribbon
- Displaying Help Information

Creating A Document

- Entering Text into the Document Window
- Saving a Document
- Printing a Document
- Closing a Document

Editing A Document

- Reopening a Document
- Inserting the Current Date and Time into a Document
- Inserting Text into a Document
- Deleting Text from a Document
- Reversing an Edit Operation
- Moving a Text Block
- Copying a Text Block

Formatting A Document (Part I)

- Applying Attributes to Text
- Applying a New Font and Font Size to Text
- Simultaneously Applying Multiple Font Options to Text
- Indenting a Paragraph
- Formatting Existing Text
- Creating a Numbered/Bulleted List
- Changing the Zoom Level of a Document

Formatting a Document (Part II)

- Resetting the Left and Right Margins of a Document
- Setting and Clearing Tab Stops in a Document
- Using Decimal Tab Stops
- Setting a Tab Stop with a Leader
- Resetting Line and Paragraph Spacing in a Document
- Resetting Text Alignment in a Document
- Inserting a Hard Page Break
- Creating a Multiple-page Document

Using Word's Writing Tools

- Using the Spelling and Grammar Checker
- Using the Thesaurus
- Customizing the AutoCorrect Dictionary