

MICROSOFT WORD 2010 INTRODUCTION TRAINING

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COURSE LENGTH: 1.0 DAYS

Learn the basic skills required to use Word 2010 in creating and sharing stunning, professional-quality text documents by attending PD Training's Word 2010 Introduction Training course.

This training course teaches you how to: create, edit and navigate through a document, use Word Help, the Font dialog box and AutoFormat, create PDF and XPS documents, create & edit headers & footers, check spelling and grammar, resize, rotate and adjust contrast, brightness & compressions on graphics, format characters, paragraphs and text in a table and much more.

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

MICROSOFT WORD 2010 INTRODUCTION TRAINING COURSE OUTLINE

FOREWORD

This Word 2010 Introduction training course running in Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle, 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, students should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Word 2010.

OUTCOMES

By the end of this training course, participants will:

- ▶ 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: Introduction

- ▶ Introduction
- ▶ Personal learning goals of each participant
- ▶ Plan and structure for the day

Lesson 2: Tables

- ▶ Creating tables
- ▶ Working with table content
- ▶ Changing the table structure

Lesson 3: Getting started

- ▶ The Word window
- ▶ New documents
- ▶ Word Help

Lesson 4: Page layout

- ▶ Headers and footers
- ▶ Margins
- ▶ Page breaks

Lesson 5: Navigation and selection techniques

- ▶ Document navigation
- ▶ Selection techniques

Lesson 6: Proofing and printing documents

- ▶ Checking spelling and grammar
- ▶ Using AutoCorrect
- ▶ Finding and replacing text
- ▶ Printing documents
- ▶ PDF and XPS documents

Lesson 7: Editing text

- ▶ Working with text
- ▶ Using Undo and Redo
- ▶ Cutting, copying and pasting text

Lesson 8: Graphics

- ▶ Adding graphics and clip art
- ▶ Working with graphics

Lesson 9: Formatting text

- ▶ Character formatting
- ▶ Tab settings
- ▶ Paragraph formatting
- ▶ Paragraph spacing and indents
- ▶ Automatic formatting

Lesson 10: Wrapping Up

- ▶ Words from the Wise
 - ▶ Parking Lot
 - ▶ Action Plans and Evaluations
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WEB LINKS

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