



MICROSOFT WORD 2010 FOUNDATION

COURSE OUTLINE

Module 1: 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 mouse wheel
- Groups
- Dialog box launcher

Module 2: Starting to Use Microsoft Word 2010

- Using the default Microsoft Word document
- Saving Microsoft Word documents
- Opening and closing document
- 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

Module 3: Manipulating Text

- Select, the format
- Selecting text

COURSE DETAILS

1-Day Instructor-led classroom based training

COURSE PRE-REQUISITES

Any new or inexperienced user of Microsoft Word will benefit from this course. No previous experience of Microsoft Word is required. However, knowledge of Windows and experience with a PC will be presumed, therefore, it is advisable to register participants on our "Introduction to Computing" or "Microsoft Windows" course prior to attending, should this experience be lacking.

COURSE OVERVIEW

Word 2010 is a Word Processing program with many powerful and sophisticated features that allow the creation, manipulation, editing, printing and storage of documents

The one day foundation course introduces the trainee to Microsoft Word 2010 and the important fundamental features of Word Processing. Terminology and techniques are introduced to ensure knowledge and confidence is instilled allowing the participant to administer their duties and word tasks proficiently. The course is designed to give maximum "hands-on" experience to the individuals rather than involving a lecture situation. In order to attain this each participant will have his or her own personal computer and colour monitor to work on.



- Inserting, deleting, undo and redo
- Insert and overtyping mode
- Copying text within a document
- Moving (cutting) text within a document

Module 4: The Clipboard

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

Module 5: 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 colour
- Copying text formatting
- Removing formatting
- Using zoom
- Inserting special characters and symbols

Module 6: 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

Module 7: Borders & Shading

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

Module 8: Finding & Replacing Text

- Using Find and Replace
- Finding text
- Replacing text

Module 9: Tabs

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

Module 10: Styles

- What are styles?
- Applying styles
- Style sets

Module 11: Page Formatting

- What is page formatting?
- Page orientation and paper size
- Changing the page size
- Page margins
- Inserting page breaks
- Deleting page breaks
- Using page breaks rather than repeatedly pressing the Return key
- Headers and footers
- Page numbering



- Header and footer fields
- Editing text within a header and footer
- Cover pages
- Applying Automatic Hyphenation

Module 12: Tables

- Using tables
- Inserting a table
- Navigating within a table
- Selecting and editing text within a table
- Selecting cells, rows, columns or 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, colour and style

Module 13: 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

Module 14: 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 between documents

Module 15: 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 Previewing 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

COURSE COMPLETION

You will have the ability to create, manipulate, edit, print and store documents. The course is a pre-requisite to attending more advanced levels of training in MS Word 2010.

On completion of the course you will receive a certificate.



OVERVIEW

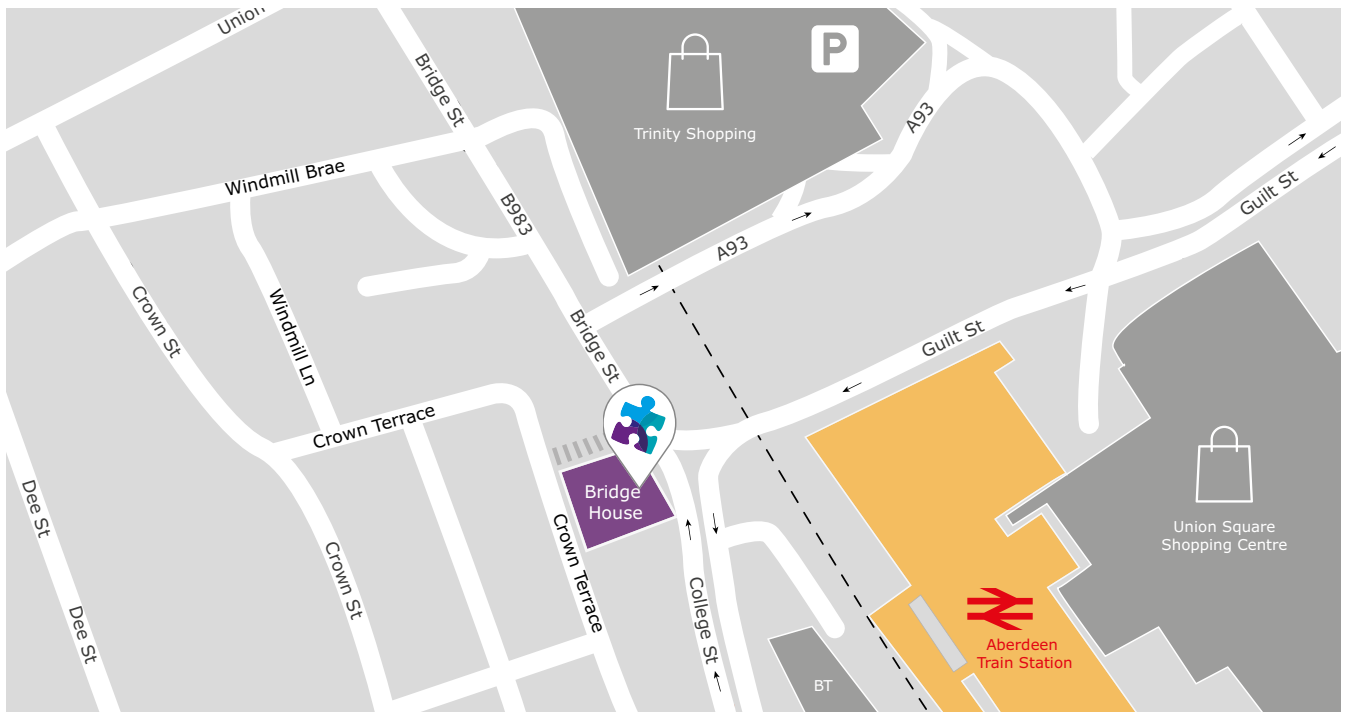
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years and have developed a loyal customer base with highly satisfied delegates and training bookers returning time and time again.

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HOW TO FIND US?

Our office is situated on the first floor of Bridge House, at 56-58 Bridge Street, Aberdeen.

OFFICE OPENING HOURS

Monday	09.00 am - 05:30 pm
Tuesday	09.00 am - 05:30 pm
Wednesday	09.00 am - 05:30 pm
Thursday	09.00 am - 05:30 pm
Friday	09.00 am - 05:30 pm
Saturday, Sunday	CLOSED

WHERE TO PARK?

Parking is available at the multi-storey pay and display car park next to the nearby British Telecom building.

From the car park, walk up College Street onto Bridge Street; Bridge House is located at the bottom of Bridge Street before the steps up to Crown Terrace. Solab's office can be reached by taking either the lift or stairs to the first floor.