

Microsoft Word 2010 - Introduction

General Description

Develop the skills to produce documents such as letters, memos and basic reports.

Learning Outcomes

- Navigate the Ribbon, launch dialog boxes and customise the Quick Access Toolbar
- Create a new document and perform basic file management
- Access the Help window, browse help topics, search help using keywords and work with screen tips
- Navigate a document, apply page zooming and display the ruler
- Select text using keyboard and mouse techniques, edit text and use find and replace procedures
- Cut, copy and paste content within and between documents, access the Clipboard and use paste special
- Apply font formatting, change the case of text, use the format painter and clear font formatting
- Adjust text alignment, indent paragraphs, create bulleted and numbered lists and shade paragraphs
- Change page orientation, set page margins, insert page breaks and add page numbering
- Create a table, insert and delete columns and rows, autofit columns and apply table styles
- Print preview a document, perform a quick print and adjust print settings

Duration

One Day

Prerequisite

Basic understanding of the Microsoft Windows operating system

Topics

Getting to know Microsoft Word

Creating a New Document

Getting Help

Working with a Document

Working with Text

Cutting and Copying

Font Formatting

Paragraph Formatting

Page Layout

Tables

Printing