

Word 2010: Basic

Code: CT11-160

Duration: 1 day(s)

Outline

Getting started

The Word window

New documents

Word Help

Navigation and selection techniques

Document navigation

Selection techniques

Editing text

Working with text

The Undo and Redo commands

Cutting, copying, and pasting text

Formatting text

Character formatting

Tab settings

Paragraph formatting

Paragraph spacing and indents

Automatic formatting

Tables

Creating tables

Working with table content

Changing table structure

Page layout

Headers and footers

Margins

Page breaks

Proofing and printing documents

Checking spelling and grammar

Using AutoCorrect

Finding and replacing text

Printing documents

Graphics

Adding graphics and clip art

Working with graphics

After completing this course, students will know how to:

- Use the elements of the Word window, create and save documents, and use Help.
- Open and navigate a Word document, zoom in and out on a document, switch views, and use the keyboard and the mouse to select text.
- Insert and delete text, insert the date and time, insert symbols and special characters, use the Undo and Redo commands, and cut, copy, and paste text.
- Apply character and paragraph formatting, set tabs to align text, and use AutoFormat.
- Create and work with tables, add and delete rows and columns, change column width, align tables, and convert tables to text.
- Use headers and footers, set margins for a document, change page orientation, set text-flow options, and add and delete page breaks.
- Proof a document, use the thesaurus, insert text automatically by using AutoCorrect, find and replace text, and print documents.
- Insert graphics and clip art; move, crop, rotate, and resize graphics; wrap text around graphics; and adjust a graphic's contrast, brightness, and compression.

Prerequisites

Windows 7: Basic or equivalent experience