

MOS Word 2010 Core

Course Aims

The course empowers the trainee to demonstrate the ability to use a word processing application on a personal computer. He or she will understand and be able to accomplish basic operations associated with creating, formatting and finishing a word processing document ready for distribution. The trainee will be able to demonstrate competence in using some of the more intermediate features associated with word processing applications such as creating standard tables, using pictures and images within a document and importing objects.

This course prepares the participants for the Microsoft Office Specialist exams.

Pre-requisites

An understanding of Windows

Level	Duration	Time
Basic & Intermediate	3 Days / 24 Hours	9:00 am to 6:00 pm

Module 1. Exploring Microsoft Word 2010

- Starting Word 2010
- The User Interface
- The Backstage View
- Converting Documents
- Word Options
- The Quick Access Toolbar
- Customizing the Quick Access Toolbar
- Customizing Tabs
- Customizing the Ribbon
- Using the Mini Toolbar
- Using Ribbons and Tabs
- Using Dialog Box Launchers
- Using Program Tabs
- Using Contextual Tabs
- Using Live Preview
- Practice - Exiting Word

Module 2. Working With Documents

- Entering Text
- Saving a Document
- Using Save As
- Closing a Document
- Creating a New Document
- Opening an Existing Document
- Selecting an Existing Template
- Creating a Template
- Modifying a Template
- Deleting a Template
- Document Navigation
- Selecting Text
- Sharing a Document
- Practice–Working With Documents

Module 3. Protecting a Document

- Opening the Protect Document Button
- Restricting Document Formatting
- Restricting Document Editing
- Creating Restriction Exceptions
- Marking as Final
- Practice - Protecting a Document

Module 4. Document Views

- Changing the View
- Hiding White Spaces
- Full Screen Reading View
- Zooming In/Out
- Display/Hide the Ruler
- Formatting Marks

- Opening Multiple Documents
- Switching between Documents
- Comparing Side by Side Documents
- Using Synchronous Scrolling
- Document Versions
- Practice - Document Views

Module 5. Editing Text

- Inserting Text in a Document
- Deleting Text
- Copying, Moving /Pasting Text
- Paste Options
- Using the Clipboard
- Using Undo and Redo
- Practice–Editing Text

Module 6. Formatting Text

- Formatting Text
- Changing Fonts
- Changing Font Size
- Applying Bold/Italic Formats
- Underlining
- Highlighting
- Applying Text Effects
- Using Format Painter
- Changing Capitalization
- Clearing Formats
- Practice– Formatting Text

Module 7. Formatting Paragraphs

- Aligning Paragraphs
- Aligning Text with Click and Type
- Paragraph Spacing
- Line Spacing
- Copying Paragraph Formats
- Using Tab Stops
- Setting Tab Stops
- Deleting and Moving Tab Stops
- Clearing All Tabs
- Setting Indentions
- Practice–Formatting Paragraphs

Module 8. Bullets and Numbering

- Typing a Numbered or Bulleted List
- Applying Numbers or Bullets to Text
- Deleting a Numbered or Bulleted Item
- Adding a Numbered or Bulleted Item
- Removing Numbers or Bullets from Text
- Changing a Bullet or Number Style

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- Practice – Bullets and Numbering
- Using Replace
- Practice - Using Find and Replace

Module 9. Using Styles

- Using the Quick Styles Gallery
- Using Style Inspector
- Managing Styles
- Applying Styles
- Creating a Style
- Adding a Style to the QuickStyles Gallery
- Editing an Existing Style
- Clearing Formats and Styles
- Deleting a Style
- Practice- Using Styles

Module 10. Document Themes

- Selecting a Theme
- Changing Theme Colors
- Changing Theme Fonts
- Changing Theme Effects
- Practice - Document Themes

Module 11. Using Quick Parts

- Creating a Quick Part
- Adding Quick Parts to a Document
- Inserting Document Property Fields
- Using the Building Blocks Organizer
- Practice - Using Quick Parts

Module 12. Working with Text boxes

- Inserting a Text box
- Formatting a Text Box
- Saving to the Text Box Gallery
- Text Box Styles
- Text Box Effects

Module 13. Using Word HTML Features

- Saving Files in the HTML File Format
- Using Hyperlink Automatic Formatting
- Linking to a Page
- Linking to a Location in a Page
- Pasting a Link
- Updating a Link
- Browsing Linked Pages and Locations
- Editing a Hyperlink
- Modifying HTML Files
- Labs - Using Word HTML Features

Module 14. Checking Spelling and Grammar

- Checking Spelling/Grammar as You Type
- Adding to the Custom Dictionary
- Setting Global Spelling Checker Settings
- Setting Exceptions for a Document
- Using the Exclusion Dictionary
- Running the Spelling Checker
- Running the Grammar Checker
- Selecting Grammar and Style Options
- Using Contextual Spelling
- Practice - Checking Spelling and Grammar

Module 15. Using Find and Replace

- Using Find
- Using Find Options
- Finding Special Characters
- Finding a Format

Module 16. Document Formatting

- Inserting a Manual Page Break
- Removing a Manual Page Break
- Page Orientation
- Setting the Margins
- Hyphenation
- Changing the Paper Size
- Changing the Vertical Alignment
- Formatting the Background
- Practice - Document Formatting

Module 17. Headers and Footers

- Using the Header/Footer Galleries
- Inserting Page Numbers
- Inserting the Current Date
- Creating a First Page Header/Footer
- Alternating Odd and Even Headers/Footers
- Setting the Starting Page Number
- Practice - Headers and Footers

Module 18. Working with Tables

- Inserting a Table
- Table Navigation
- Adding Text to a Table
- Table Styles
- Hiding and Showing Gridlines
- Drawing a Table
- Converting Text to a Table
- Selecting Table Components
- Selecting the Entire Table
- Inserting Rows and Columns into a Table
- Merging Cells
- Rotating Text in a Table
- Changing Column Width and Row Height
- Aligning Table Text
- Distributing Rows and Columns Evenly
- Splitting Cells
- Deleting Columns and Rows
- Setting Table Properties
- Converting a Table into Text
- Creating a Table Heading
- Sorting Table Data
- Practice - Working with Tables

Module 19. Working with Graphics

- Drawing an Object
- Selecting Drawing Objects
- Drawing a Line
- Applying Fill Color
- Removing Fill Color
- Formatting Lines
- Resizing an Object
- Adding a 3-D Effect
- Layering
- Deleting an Object
- Inserting Clip Art
- Inserting WordArt
- Inserting a Picture
- Formatting Pictures
- Creating Watermarks
- Practice – Working with Graphics

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Module 20. Using Footnotes and Endnotes

- Using Notes
- Inserting Notes
- Setting Note Options
- Viewing Notes
- Browsing Notes
- Moving and Copying Notes
- Deleting a Note
- Practice - Using Footnotes and Endnotes

Module 21. Creating a Table of Contents

- Using a Table of Contents
- Generating a Table of Contents
- Removing a Table of Contents
- Using Custom Styles
- Practice - Creating a Table of Content

Module 22. Using Mail Merge

- Working with Mail Merge
- Starting Mail Merge
- Using the Mail Merge Wizard

- Identifying the Main Document
- Creating a Recipient List
- Customizing Columns in a Recipient List
- Rearranging Columns in a Recipient List
- Saving a Recipient List
- Entering Records into a Recipient List
- Sorting Records to be Merged
- Highlighting Merge Fields
- Inserting Merge Fields into a Document
- Previewing Merged Data
- Merging to a New Document
- Merging to the Printer
- Sending Email Messages
- Practice - Using Mail Merge

Module 23. Printing

- Print Preview
- Quick Print
- Print Options
- Practice - Printing