

## Word 2010: Basic

1 day

### Description

This ILT Series course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students 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.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Word 2010 exam. For comprehensive certification training, students should complete Word 2010: Basic, Intermediate and Advanced.

### Prerequisites

- Windows 7: Basic or equivalent experience

### Course Outline

#### ***Unit 1: Getting started***

Topic A: The Word window

Topic B: New documents

Topic C: Word Help

#### ***Unit 2: Navigation and selection techniques***

Topic A: Document navigation

Topic B: Selection techniques

#### ***Unit 3: Editing text***

Topic A: Working with text

Topic B: The Undo and Redo commands

Topic C: Cutting, copying, and pasting text

#### ***Unit 4: Formatting text***

Topic A: Character formatting

Topic B: Tab settings

Topic C: Paragraph formatting

Topic D: Paragraph spacing and indents

Topic E: Automatic formatting

#### ***Unit 5: Tables***

Topic A: Creating tables

Topic B: Working with table content

Topic C: Changing table structure

#### ***Unit 6: Page layout***

Topic A: Headers and footers

Topic B: Margins

Topic C: Page breaks

#### ***Unit 7: Proofing and printing documents***

Topic A: Checking spelling and grammar

Topic B: Using AutoCorrect

Topic C: Finding and replacing text

Topic D: Printing documents

#### ***Unit 8: Graphics***

Topic A: Adding graphics and clip art

Topic B: Working with graphics