

Word 2010: Intermediate

1 day

Description

This ILT Series course builds on the skills and concepts taught in Word 2010: Basic. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

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

- Word 2010: Basic

Course Outline

Unit 1: Styles and outlines

Topic A: Examining formatting
Topic B: Creating styles
Topic C: Modifying styles
Topic D: Working with outlines

Unit 2: Sections and columns

Topic A: Creating and formatting sections
Topic B: Working with columns

Unit 3: Formatting tables

Topic A: Table formatting basics
Topic B: Borders and shading
Topic C: Table data
Topic D: Table styles

Unit 4: Printing labels and envelopes

Topic A: Labels
Topic B: Envelopes

Unit 5: Templates and building blocks

Topic A: Template basics
Topic B: Building blocks
Topic C: Document properties

Unit 6: Graphics

Topic A: Creating diagrams
Topic B: Using the Drawing tools
Topic C: Formatting text graphically

Unit 7: Managing document revisions

Topic A: Tracking changes
Topic B: Working with comments

Unit 8: Web features

Topic A: Web pages
Topic B: Hyperlinks