



Course Outline

Word 2010 Fundamentals

Course Specifications

Course number: WOR1001
Course length: 1.0 day(s)

Course Description

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

Target Student

This course is intended for individuals who want to gain basic knowledge of working with Word.

Course Content

Lesson 1: Creating a Basic Word Document

- Topic 1A: Identify the Elements of the User Interface
- Topic 1B: Customize the Word Environment
- Topic 1C: Enter Text in a Document
- Topic 1D: Save a Document
- Topic 1E: Open a Document in Different View Modes
- Topic 1F: Print a Document
- Topic 1G: Obtain Help in Word

Lesson 2: Editing a Word Document

- Topic 2A: Navigate Through a Document and Select Text
- Topic 2B: Modify Text
- Topic 2C: Undo Text Changes
- Topic 2D: Find and Replace Text

Lesson 3: Formatting Text in a Word Document

- Topic 3A: Change Font Styles
- Topic 3B: Highlight Text in a Document

Lesson 4: Formatting Paragraphs in a Word Document

- Topic 4A: Set Tabs to Align Text
- Topic 4B: Modify the Layout of a Paragraph
- Topic 4C: Create Lists
- Topic 4D: Apply Borders and Shading
- Topic 4E: Apply Styles
- Topic 4F: Manage Formatting



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Lesson 5: Inserting Tables in a Word Document

- Topic 5A: Create a Table
- Topic 5B: Modify a Table
- Topic 5C: Format a Table
- Topic 5D: Convert Text to a Table

Lesson 6: Inserting Special Characters and Graphical Objects

- Topic 6A: Insert Symbols and Special Characters
- Topic 6B: Insert Illustrations in a Document

Lesson 7: Controlling the Appearance of the Pages in a Word Document

- Topic 7A: Control the Layout of a Page
- Topic 7B: Apply a Page Border and Color
- Topic 7C: Add Watermarks
- Topic 7D: Add Headers and Footers

Lesson 8: Proofreading a Word Document

- Topic 8A: Check Spelling and Grammar
- Topic 8B: Use the Thesaurus
- Topic 8C: Customize the AutoCorrect Options