

Course WRD1001: Microsoft Word 2010 – Basic Level

One Day, Instructor-Led

Pre-requisites

- Windows 7: Basic or Equivalent Experience

Course Outline

Unit 1: Getting Started

- The Word Window
- New Documents
- Word Help

Unit 2: Navigation and Selection Techniques

- Document Navigation
- Selection Techniques

Unit 3: Editing Text

- Working with Text
- Using Undo and Redo
- Cutting, Copying, and Pasting Text

Unit 4: Formatting Text

- Character Formatting
- Tab Settings
- Paragraph Formatting
- Paragraph Spacing and Indents
- Automatic Formatting

Unit 5: Tables

- Creating Tables
- Working with Table Content
- Changing the Table Structure

Unit 6: Page Layout

- Headers and Footers
- Margins
- Page Breaks

Unit 7: Proofing and Printing Documents

- Checking Spelling and Grammar
- Using AutoCorrect
- Finding and Replacing Text
- Printing Documents
- PDF and XPS Documents

Unit 8: Graphics

- Adding Graphics and Clip Art
- Working with Graphics

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes