

## Course WRD1002: Microsoft Word 2010 – Intermediate Level

**One Day, Instructor-Led**

### Pre-requisites

- Word 2010 – Basic or Equivalent Experience

### Course Outline

#### Unit 1: Styles and Outlines

- Examining Formatting
- Creating Styles
- Modifying Styles
- Working with Outlines

#### Unit 2: Sections and Columns

- Creating and Formatting Sections
- Working with Columns

#### Unit 3: Formatting Tables

- Tables Formatting Basics
- Borders and Shading
- Table Data
- Table Styles

#### Unit 4: Printing Labels and Envelopes

- Labels
- Envelopes

#### Unit 5: Templates and Building Blocks

- Template Basics
- Building Blocks
- Document Properties

#### Unit 6: Graphics

- Creating Diagrams
- Using the Drawing Tools
- Formatting Text Graphically

#### Unit 7: Managing Document Revisions

- Tracking Changes
- Working with Comments

#### Unit 8: Web Features

- Web Pages
- Hyperlinks

### 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