



The Office Wiz  
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**COURSE DESCRIPTION FOR  
MICROSOFT® OFFICE WORD® 2010: TRANSITION  
FROM WORD 2003**

Are you ready to move into Word 2010? Let this essential workshop be your guide as you get acquainted with the basic new features of the program. You will have hands-on activities as you learn to:

- Identify the components of the Word 2010 environment.
- Add images, styles, and themes to documents.
- Use advanced features to add building blocks, equations, citations, and bibliographies to a document.
- Finalize documents.
- Work with Office Web Apps to save and access documents from the web.

**LENGTH**

One four hour session.

**PREREQUISITES**

You need a basic understanding of Microsoft Word (preferably 2003) as well as of the Internet. This class covers only the commonly used basic new features, not the more advanced new features of the program. You should also have basic knowledge of Microsoft Windows, file management and personal computers.

**SPECIFIC CLASS CONTENT**

Lesson 1: Identifying the Components of the Word 2010 Environment

- Identify the New Interface Features
- Work with the Ribbon
- Use Options on Contextual Tabs
- Use the Galleries
- Customize the Interface

Lesson 2: Adding Images, Styles, and Themes

- Apply Styles
- Apply Document Themes
- Add Visual Effects
- Work with Images

Lesson 3: Using Advanced Features

- Add Building Blocks

Build Equations

Use the Navigation Pane

Add Citations and Bibliographies

Lesson 4: Finalizing Documents

Compare Reviewed Documents

Inspect Documents

Perform a Compatibility Check

Lesson 5: Working with Office Web Apps

Save Documents to the Web

Access Documents from the Web

Appendixes: New Features, Securing Documents, Ink Formatting in Tablet PCs and Mobile Features

## **COURSEWARE**

Elementk student textbook.

## **NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)**

- Intel® Pentium® IV 1.5 GHz processor (2 GHz recommended)
- Minimum 256 MB of RAM (512 MB of RAM recommended)
- 10 GB hard disk or larger if you use Windows XP Professional as your operating system. (You should have at least 1 GB of free hard disk space available for the Office installation.)
- CD-ROM or DVD drive
- Mouse or other pointing device
- VGA or higher video adapter and monitor. (1024 x 768 monitor resolution recommended)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver. (Printers are not required; however, you'll need an installed printer driver to use Print Preview.)
- Microsoft® Office Professional 2010 Edition
- Microsoft® Internet Explorer® 8
- Microsoft® Windows XP Professional with Service Pack 3

## **OTHER WORD CLASSES**

- Level 1
- Level 2
- Level 3
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms

- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables