



The Office Wiz Training, Consulting and Support Services

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COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD® 2010: LEVEL 1

We will leave no stone unturned as we explore all Word's essential basic features needed to produce professional documents. The class is instructor-led with hands-on activities. Learn to:

- Create a basic Word document.
- Edit a document.
- Format text.
- Format paragraphs.
- Insert a table.
- Insert special characters and graphical objects.
- Control the page setup and appearance of a Word document.
- Use Word's proofreading tools to ensure accuracy in documents.

LENGTH

Approximately eight hours. Recommend two four hour sessions.

PREREQUISITES

Windows: Level 1 or equivalent knowledge. No prior experience with Word is required. However, you must have a good understanding of basic Microsoft Windows, file management and personal computers.

SPECIFIC CLASS CONTENT

Lesson 1: Creating a Basic Word Document

Identify the Elements of the User Interface

Customize the Word Environment

Enter Text in a Document

Save a Document

Open a Document in Different View Modes

Print a Document

Obtain Help

Lesson 2: Editing a Word Document

Navigate Through a Document and Select Text

Modify Text

Undo Text Changes

Find and Replace Text

Lesson 3: Formatting Text in a Word Document

Change Font Styles

Highlight Text in a Document

Lesson 4: Formatting Paragraphs in a Word Document

Set Tabs to Align Text

Modify the Layout of a Paragraph

Create Lists

Apply Borders and Shading

Apply Styles

Manage Formatting

Lesson 5: Inserting Tables in a Word Document

Create a Table

Modify a Table

Format a Table

Convert Text to a Table

Lesson 6: Inserting Special Characters and Graphic Objects

Insert Symbols and Special Characters

Insert Illustrations

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

Control the Layout of a Page

Apply a Page Border and Color

Add Watermarks

Add Headers and Footers

Lesson 8: Proofreading a Word Document

Check Spelling and Grammar

Use the Thesaurus

Customize AutoCorrect Options

COURSEWARE

Elementk student textbook.

NECESSARY SOFTWARE AND HARDWARE (AS RECOMMENDED BY ELEMENTK)

- A 1 GHz Pentium-class processor or faster.
- A minimum of 512 MB of RAM is recommended.
- A 10 GB hard disk or larger. You should have at least 1 GB of free hard disk space available for the Office installation.
- A CD-ROM drive.
- A keyboard and mouse or other pointing device.
- A 1024 x 768 resolution monitor is recommended.
- Network cards and cabling for local network access.
- Internet access (contact your local network administrator).
- A printer (optional) or an installed printer driver.
- Microsoft® Office Professional Plus 2010 Edition.
- Microsoft Office Suite Service Pack 1.
- Windows XP Professional with Service Pack 2.

OTHER WORD CLASSES

- 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