



## Computer Consultants Corporation

### Microsoft Word 2010

### Introductory

Length of course: 1 class day (6 hours)

Objective(s): Students will learn to create, format, and print documents using Microsoft Word.

Prerequisites: Basic experience using Windows and keyboarding.

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#### Getting started

- The Word window
- Creating a document
- Entering text and displaying nonprinting characters
- Saving a document by using the Save command
- Closing a document and closing Word
- Using Word Help

- Paragraph spacing and indents
- Using AutoFormat to format quotation marks

#### Navigation and selection techniques

- Document navigation
- Using scrollbars and Zoom options
- Using the Go To command to move to a specific page
- Using the Select Browse Object button
- Using Print Layout view
- Using Full Screen Reading view
- Different Selection techniques

#### Tables

- Creating tables
- Converting text to a table
- Selecting table elements
- Changing the table structure
- Adding rows and columns
- Deleting columns, rows, and an entire table
- Aligning a table
- Converting a table to text

#### Page layout

- Headers and footers
- Inserting page numbers
- Using Print Layout view to adjust margins
- Changing margins and page orientation
- Applying text flow options
- Page breaks

#### Editing text

- Working with text
- Inserting the date and time
- Inserting symbols
- Using Undo and Redo
- Cutting, copying, and pasting text

#### Proofing and printing documents

- Checking spelling and grammar
- Using the thesaurus
- Examining AutoCorrect
- Adding an entry to your AutoCorrect list
- Finding and replacing text
- Using the Navigation pane to search for text
- Printing documents
- PDF and XPS documents

#### Formatting text

- Applying character formatting
- Highlighting text
- Using the Format Painter
- Using Paste Special
- Examining tab stops
- Paragraph formatting
- Applying borders and shading

#### Graphics

- Adding graphics and clip art
- Working with graphics