

Information Technology and Computer Skills Training

WORD 2010 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: \$95.00

Course Content

Learners who attend this Intermediate Level workshop will receive information to increase their proficiency in the following areas:

WHAT'S NEW IN WORD 2010

USING THE OFFICE WORD 2010 RIBBON

- How To Work With The Ribbon
- How To Customize The Status Bar
- How To Change The Views
- How To Show And Hide Document Elements
- How To Use The Zoom
- How To Use The Compatibility Checker
- How To Customize The Word Options
- How To Save A Document In A Different Format
- How To Pin A Document
- How To Document Workbook Properties
- How To Diagnose And Repair Problems

GETTING HELP AND MAINTENANCE

- How To Use The Help Contents
- How To Get Help From Office Online
- How To Get Help On A Command
- How To Get Help In A Dialog Box
- How To Run Microsoft Office Diagnostics
- How To Repair A Corrupted Document Manually
- How To Set AutoRecover Options
- How To Recover A Word File

CREATING A NEW DOCUMENT

- How To Create A New Blank Document
- How To Create A Document From A Template
- How To Create A Document Based On Another Document

STARTING TO USE WORD

- How To Insert, Overtyping And Delete Text
- How To Insert The Date and Time In A Document
- How To Delete An Entire Document

SELECTION TECHNIQUES

- How To Select A Word, Line Of Text, Sentence Or Paragraph
- How To Cut/Copy/Paste Text
- How To Move And Copy Text with Drag And Drop

VIEWING A DOCUMENT

- How To Switch To Various Layout Views For A Document (Full Screen Reading, Web Layout View, Outline View, Draft View)

FORMATTING CHARACTERS

- How To Change The Font Type And Size
- How To Change The Default Font

FORMATTING TEXT

- How To Bold, Italicize And Underline Text
- How To Format Font Using The Font Dialog Box Or The Format Painter
- How To Create/Remove A Drop Cap
- How To Add A Clip Art Drop Cap

FORMATTING PARAGRAPHS

- How To Align Left And Right
- How To Center And Justify A Paragraph
- How To Create Left Indent And Right Indent Using The Ruler
- How To Create A First Line Indent
- How To Create A Hanging Indent

PLUS...

CREATING BULLETED AND NUMBERED LISTS

ADJUSTING LINE OR PARAGRAPH SPACING

ADDING BORDERS AND SHADING TO A PARAGRAPH

SETTING PAGE MARGINS, PAPER SIZE AND PAGE ORIENTATION

CREATING PAGE AND SECTION BREAKS

CREATING DIFFERENT HEADERS AND FOOTERS FOR DIFFERENT PAGES

INSERTING PAGE NUMBERS

PROOFING YOUR DOCUMENT

PREVIEWING AND PRINTING YOUR DOCUMENT

