Microsoft Word 2010 – Level 1

Course Introduction

In this course, students learn to create, navigate, and organize documents and use the help functions. They learn to edit and manipulate text, view and format documents, and use Word's predefined functions. Students use the Find and Replace feature, use proofing and language tools, create, format and modify tables, work with hyperlinks and cross references, and learn how to preview and print a document.

Students accomplish the learning objectives for each module through a series of hands-on tasks, for which they are given step-by-step instructions and desired result checkpoints. The tasks provide ample opportunity for students to practice, apply, and develop the skills covered in the course.

A practice exercise and review questions are included at the end of each module to measure progress and reinforce the skills learned. There is also a lab exercise at the end of the course to provide further practice and review to reinforce the topics learned throughout the course, and to help prepare students for the exam.

Course Prerequisite(s)

Introduction to Windows course, or equivalent.

Course Aim

To provide an overview and introduction to Microsoft Word 2010 and its usage within the Windows environment.

Of Interest to

Those interested in creating, editing, and formatting documents within a word processing environment.

Course Breakdown

Module 1:

Microsoft Word 2010 Overview; Starting and Exiting the Application; Examining Microsoft Word's Interface; Creating and Saving Documents; Entering Text; Getting Help While You Work

Module 2:

Viewing a Document; Working with Multiple Documents; Basic Document Navigation Techniques; Document Navigation using the Keyboard; Organizing a Document in Outline View; Managing and Protecting Documents; Using Document Properties

Module 3:

Selecting Text; Inserting, Deleting, Moving, and Copying Text; Font Attributers and Formatting; Using Repeat Formatting and the Format Painter; Paragraph Formatting; More Paragraph Formatting; Working with Lists; Working with Tabs; Working with Indents; Using Special Text Effects

Module 4:

Controlling Page Options; Controlling More Page Options; Using Themes to Format a Document; Controlling Text Flow; Working with Columns

Module 5:

Creating a Table; Converting Text to Table, and Table to Text; Modifying a Table; Merging and Splitting Cells and Tables; Performing Calculations in a Table; Sorting in a Table and Inserting Excel Data; Formatting a Table; Adding Table Borders and Shading; Inserting Table Page Breaks and Repeat Headings

Module 6:

Check Spelling and Grammar feature; Language Tools; Hyphenation; Using Find and Replace; Hyperlinks; Previewing and Printing a Document; Printing Envelopes and Labels

Lab Exercise

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