Microsoft Word 2010 – Level 2

Course Introduction

The Word 2010 – Level 2 course teaches students intermediate to advanced-level concepts and features of the Microsoft Word 2010 application.

In this course, students learn to use Word's visual content features (SmartArt, WordArt, and charts) in a document. They learn to insert, modify, and format pictures, clip art, text boxes, and shapes. They also learn how to use section breaks, create a table of contents and index, use Quick Styles, templates, and customize Word.

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)

Microsoft Word 2010 – Level 1.

Course Aim

To provide an understanding of Word that goes beyond the basics, in order to create and manage documents.

Of Interest to

Those persons who are proficient with the basic concepts and features of Word 2010, and who want to increase productivity and enhance their documents using some of Word's intermediate to advanced level features

Course Breakdown

Module 1:

SmartArt Types and Layouts; Modifying a SmartArt Graphic; Formatting a SmartArt Graphic; Inserting and Modifying WordArt; Formatting WordArt; Adding Charts

Module 2:

Inserting and Modifying a Picture; Formatting a Picture; Inserting Clip Art; Modifying Clip Art; Drawing a Text Box; Working with the Text Box Gallery

Module 3:

Understanding Section Breaks; Section Formatting; Working with Other Section Elements; Using Quick Parts Fields in Sections; Working with Page Borders in Sections

Module 4:

Creating a Table of Contents (TOC); Creating a Customized TOC; Modifying and Formatting a TOC; Creating an Index; Using AutoMark to Generate an Index; Modifying and Formatting an Index

Module 5:

Working with Quick Styles; Using the Styles Pane and Quick Style Sets; Using Templates; Creating a Custom Template; Modifying and Managing Templates

Module 6:

Modifying Document Properties; Creating Custom Themes; Creating Custom Building Blocks; Customizing the Quick Access Toolbar; Customizing the Word Environment; Customizing the Ribbon and the Status Bar

Next Level

Microsoft Word 2010 – Level 3 (WRD10P3)

Method of Delivery

Integrated Learning™ System (ILSPlus)

Academy of Learning
CAREER COLLEGE