

Microsoft Word 2010 Introduction

Course length

1 day

Who is it for?

This course is designed for users who are keen to extend their understanding and knowledge of the software. The course assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of PCs and Windows. The recommended maximum is 8 delegates.

What will I learn?

On completion of the course delegates will be able to:

- Link a shape with a database and update and link a database and a drawing. Work with the basic features of word
- Create a new document
- Open, navigate, preview and count the words in a document and understand how a document is presented on the screen
- Select and work with text in a document
- Cut and copy information within and between documents
- Use a range of font formatting techniques.
- Format paragraphs
- Work effectively with features that affect the page layout of your document
- Create and modify tables
- Print a document
- Find the information you need in help

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section

Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.

Course contents

Getting to know Word

- The Word screen
- Using the ribbon
- Using keytip badges
- Minimising the ribbon
- Shortcut menus
- Using shortcut menus
- Understanding dialog boxes
- Launching dialog boxes
- The quick access toolbar
- Customising the quick access toolbar
- The Office button
- Using the Office button
- The status bar
- Customising the status bar
- Exiting safely from Word

Creating a new document

- Using the blank document template
- Typing text
- The save as dialog box
- Saving a new document
- Typing numbers
- Inserting a date
- Document proofing
- Checking spelling and grammar
- Making basic changes
- Saving an existing document
- Printing a document
- Safely closing a document

Working with a document

- Opening an existing document
- Navigating with the keyboard
- Scrolling through a document
- Understanding document views
- Changing document views
- Page zooming
- Viewing the ruler
- Showing paragraph marks
- Previewing a document
- Counting words
- The open dialog box

Working with text

- Techniques for selecting text
- Selecting text using the mouse
- Selecting text using the keyboard
- Editing in insert mode
- Editing text in overtype mode
- Deleting text
- Using undo
- Using redo
- Using repeat
- Using click and type
- Inserting symbols and special characters
- Understanding find and replace
- The find and replace dialog box
- Finding words and phrases
- Replacing words and phrases
- Using go to

Cutting and copying

- Cutting and pasting
- Copying and pasting
- Drag and drop cutting
- Drag and drop copying
- Using the clipboard task pane
- Copying between documents
- Cutting between documents
- Pasting between documents
- Using paste special

Font formatting

- Working with live preview
- Changing fonts
- Changing font size
- Growing and shrinking fonts
- Making text bold
- Italicising text
- Underlining text
- Applying strikethrough
- Subscripting text
- Superscripting text
- Highlighting text
- Changing case
- Changing text colour
- Using the format painter
- Using the font dialog box
- Clearing font formatting
- The font dialog box font tab
- The font dialog box character spacing tab

ALPHA TRAINING

DEVELOPING YOUR PEOPLE, TO GROW YOUR BUSINESS

Paragraph formatting

- Changing text alignments
- Changing line spacing
- Changing paragraph spacing
- Indenting paragraphs
- Outdenting paragraphs
- Starting a bulleted list
- Adding bullets to existing paragraphs
- Removing existing bullets
- Starting a numbered list
- Numbering existing paragraphs
- Removing existing numbers
- Creating a multilevel list
- Shading paragraphs
- Applying borders to paragraphs
- Using the paragraph dialog box
- Text alignments
- The paragraph dialog box indents and spacing
- The paragraph dialog box line and page breaks

Page layout

- Changing page margins
- Setting custom margins
- Changing page orientation
- Changing paper sizing
- Setting custom paper sizes
- Inserting page breaks
- Removing page breaks
- Inserting page numbers
- Formatting page numbers
- Removing page numbers

Tables

- Creating a table
- Adding data to a table
- Selecting in tables
- Selecting using the mouse
- Inserting columns and rows
- Deleting columns and rows
- Changing column widths
- Changing row heights
- Autofitting columns
- Shading cells
- Modifying borders
- Modifying border styles
- Choosing a table style
- Drawing table borders




Printing

- Print previewing
- Quick printing
- Selecting a printer
- Printing the current page
- Specifying a range of pages
- Specifying the number of copies
- The print dialog box

Getting help

- Accessing the help window
- Browsing for help
- Returning to the home page
- Using the table of contents
- Searching using keywords
- Disconnecting online help
- Printing a help topic
- Working with screen tips
- Dialog box help
- Other sources of help

How do I book?

-  Call us now on 020 8658 6994
-  Email us at admin@alphatraining.com
-  Download our public course schedule



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