

Word 2010 Level 1 (Basic)

Course Length: 6hrs (1 Day)

Word process is the use of computers to create, revise, and save documents for print and future retrieval. This course is the first in a series of three Microsoft Word 2010 courses. It will provide you with the basic concepts required to produce basic business documents.

Course Objectives:

Microsoft Word enables users to produce professional, readable documents using simple features and tasks. Upon completion of the course, you will

Create, save, open and print documents.

Use basic edit tools such as alignment, text formatting and special effects.

Become familiar with page setup, tabs, and indents, line spacing and error-check as well as how to create, modify and edit Tables.

Target Student:

This course is designed for anyone who wants to learn how to create basic documents in a work environment or for personal use.

Course Outline:

Section 1: Starting Out Lesson 1.1: Meeting Microsoft Office Word 2010 Lesson 1.2: Creating a Document Lesson 1.3: Navigating in Your Document Lesson 1.4: Doing More with Your Document Lesson 1.5: Working with Your Document Lesson 1.6: Getting Help in Word	Section 4: Creating Documents Lesson 4.1: Creating a New Document Lesson 4.2: Selecting Text Lesson 4.3: Moving Text Lesson 4.4: Applying Advanced Text Effects
Section 2: The Word Interface Lesson 2.1: Getting Acquainted Lesson 2.2: The Quick Access Toolbar Lesson 2.3: Tabs and Groups Lesson 2.4: The Home Tab Lesson 2.5: The Insert Tab Lesson 2.6: The View Tab	Section 5: Doing More with Text Lesson 5.1: Fonts on the Home Tab Lesson 5.2: The Font Dialog Lesson 5.3: Using Tabs Lesson 5.4: Paragraph Options
Section 3: Advanced Tabs and Customization Lesson 3.1: The Page Layout Tab Lesson 3.2: The References Tab Lesson 3.3: The Mailings Tab Lesson 3.4: The Review Tab Lesson 3.5: Contextual Tabs Lesson 3.6: Customizing the Ribbon	Section 6: Printing and Viewing Your Document Lesson 6.1: Using Layouts and Views Lesson 6.2: Basic Viewing Tools Lesson 6.3: Advanced View Tools Lesson 6.4: Preparing Your Document Lesson 6.5: Printing a Document

For more information, please contact:

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