

ExecuTrain Course Outline

Word 2010: Basic

1 Full Day

Course Description

This course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Course Content

Unit 1: Getting started

Topic A: The Word window

Topic B: New documents

Topic C: Word Help

Unit 2: Navigation and selection techniques

Topic A: Document navigation

Topic B: Selection techniques

Unit 3: Editing text

Topic A: Working with text

Topic B: The Undo and Redo commands

Topic C: Cutting, copying, and pasting text

Unit 4: Formatting text

Topic A: Character formatting

Topic B: Tab settings

Topic C: Paragraph formatting

Topic D: Paragraph spacing and indents

Topic E: Automatic formatting

Unit 5: Tables

Topic A: Creating tables

Topic B: Working with table content

Topic C: Changing table structure

Unit 6: Page layout

Topic A: Headers and footers

Topic B: Margins

Topic C: Page breaks

Unit 7: Proofing and printing documents

Topic A: Checking spelling and grammar

Topic B: Using AutoCorrect

Topic C: Finding and replacing text

Topic E: Printing documents

Unit 8: Graphics

Topic A: Adding graphics and clip art

Topic B: Working with graphics