

ExecuTrain Course Outline

Word 2010: Intermediate

1 Full Day

Course Description

This course builds on the skills and concepts taught in Word 2010: Basic, First Look Edition. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Course Content

Unit 1: Styles and Outlines

- Topic A: Examining formatting
- Topic B: Creating styles
- Topic C: Modifying styles
- Topic D: Working with outlines

Unit 8: Web Features

- Topic A: Web pages
- Topic B: Hyperlinks

Unit 2: Sections and Columns

- Topic A: Creating and formatting sections
- Topic B: Working with columns

Unit 3: Formatting Tables

- Topic A: Table formatting basics
- Topic B: Borders and shading
- Topic C: Table data
- Topic D: Table styles

Unit 4: Printing Labels and Envelopes

- Topic A: Labels
- Topic B: Envelopes

Unit 5: Templates and Building Blocks

- Topic A: Template basics
- Topic B: Building blocks
- Topic C: Document properties

Unit 6: Graphics

- Topic A: Creating diagrams
- Topic B: Using the Drawing tools
- Topic C: Formatting text graphically

Unit 7: Managing Document Revisions

- Topic A: Tracking changes
- Topic B: Working with comments