

MS Word 2010 Course Syllabus

Getting Started with Word 2010

- Starting Word
- Opening a saved Word document
- The Word 2010 Window
- Entering text in a document
- Previewing a document
- Saving a document
- Creating a folder
- Printing a document
- Closing a document and exiting Word

Editing a Document

- Navigate through a document
- Scroll through text
- Insert and delete text in a document
- Select text
- Undo and redo commands
- Use drag and drop to move text
- Copy, cut and paste
- Use the clipboard
- Clear formatting

Formatting A Document

- Format and align text
- Line and paragraph spacing
- Add bulleted and numbered lists
- Add borders and shading
- New formatting methods in Word 2010

Using Editing and Proofing Tools

- Document views
- Spell and grammar check
- Shortcut Menus
- Find and replace text
- Use the Research Task pane

Changing the Layout of a Document

- Adjust page margins.
- Change page orientation
- Create headers and footers.
- Set and change indentations
- Insert and clear tabs.

Inserting Elements to Word Documents

- Insert and delete a page break
- Insert page numbers
- Insert the date and time
- Insert special characters (symbols)
- Insert a picture from a file
- Resize and reposition a picture.
- Using Words new picture tools

Working with Tables

- Insert a table
- Convert a table to text
- Navigate and select text in a table
- Resize parts of a table
- Align text in a table
- Format a table
- Insert and delete columns and rows
- Borders and shading
- Repeat table headings on subsequent pages
- Merge table cells

Working with Columned Layouts & Section Breaks

- Columns
- Section breaks
- Creating columns
- Newsletter style columns
- Changing part of a document layout or formatting

- Remove section break
- Add columns to remainder of a document
- Column widths
- Adjust column spacing
- Insert manual column break