

Course:**Word 2010: Basic, First Look Edition**

Course Details**Course Number:** 1-4260-1968-8**Category:** Business & Office Applications**Duration:** 1.00 day***Description***

This ILT Series 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.

Outline**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 D: Printing documents

Unit 8: Graphics

- Topic A: Adding graphics and clip art
- Topic B: Working with graphics

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.