Microsoft Word 2010

Level 1

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**

This course aims to give the learner a very good basic grounding in the use of **Microsoft Word 2010** to create everyday documents required either at work or at home. The course begins by showing the user how to navigate around **Microsoft Word 2010**. It quickly gets the user to create a new document before getting into features such as formatting, printing and even creating tables.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

➢ work with the basic features of **Word**
➢ create a new document
➢ find the information you need in **Help**
➢ work with a document
➢ select and work with text in a document
➢ cut and copy information within and between documents
➢ use a range of font formatting techniques
➢ format paragraphs
➢ work effectively with features that affect the page layout of your document
➢ create and modify tables
➢ print a document

❖ **Target Audience**

This course is designed for users new to **Microsoft Word 2010** specifically and word processing in general.

❖ **Prerequisites**

This course assumes little or no knowledge of **Microsoft Word 2010**. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages/Duration**

152 pages. **Levels** publications are based around a 1-day training program consisting of approximately 6 – 8 hours

❖ **Student Files**

Many of the topics in **Microsoft Word 2010 Level 1** require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1010**.

❖ **Methodology**

The **In Focus** series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, **A5** Black and White (quantity order only), **A5** Full Colour (quantity order only), Electronic licence

Need more? Here's a suggested learning path based on this title…

This title…	INF1010 Microsoft Word 2010 Level 1
Then…	INF1011 Microsoft Word 2010 Level 2
Then…	INF1012 Microsoft Word 2010 Level 3

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, August 24, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

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InFocus Courseware

Level Series

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