



Microsoft Word 2010

Level 1



INFOCUS COURSEWARE

Level Series

Order Code: INF1010 ISBN: 978-1-921721-46-5

❖ 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.*



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Product Information



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Contents

➤ Getting To Know Microsoft Word

- ✓ Starting Word
- ✓ The Word Screen
- ✓ How Microsoft Word 2010 Works
- ✓ Using The Ribbon
- ✓ Using Ribbon KeyTips
- ✓ Minimising The Ribbon
- ✓ Understanding The Backstage View
- ✓ Accessing The Backstage View
- ✓ Using Shortcut Menus
- ✓ Understanding Dialog Boxes
- ✓ Launching Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
- ✓ Adding Commands To The QAT
- ✓ Understanding The Status Bar
- ✓ Exiting Safely From Word

➤ Creating A New Document

- ✓ Creating Documents In Word
- ✓ Using The Blank Document Template
- ✓ Typing Text
- ✓ The Save As Dialog Box
- ✓ Saving A New Document
- ✓ Typing Numbers
- ✓ Inserting A Date
- ✓ Document Proofing
- ✓ Checking Spelling And Grammar
- ✓ Making Basic Changes
- ✓ Saving An Existing Document
- ✓ Printing A Document
- ✓ Safely Closing A Document

➤ Getting Help

- ✓ Understanding How Help Works
- ✓ Accessing The Help Window
- ✓ Browsing For Help
- ✓ Returning To The Home Page
- ✓ Using The Table Of Contents
- ✓ Searching Using Keywords
- ✓ Disconnecting Online Help
- ✓ Printing A Help Topic
- ✓ Working With Screen Tips
- ✓ Dialog Box Help
- ✓ Other Sources Of Help

➤ Working With A Document

- ✓ The Open Dialog Box
- ✓ Opening An Existing Document
- ✓ Navigating With The Keyboard
- ✓ Scrolling Through A Document
- ✓ Page Zooming
- ✓ Viewing The Ruler
- ✓ Showing Paragraph Marks
- ✓ Counting Words

➤ Working With Text

- ✓ Techniques For Selecting Text
- ✓ Selecting Text Using The Mouse
- ✓ Selecting Text Using The Keyboard
- ✓ Editing Text In Insert Mode
- ✓ Editing Text In Overtyping Mode
- ✓ Deleting Text
- ✓ Using Undo
- ✓ Using Redo
- ✓ Inserting Symbols And Special Characters
- ✓ Understanding Find And Replace
- ✓ Finding Words
- ✓ Replacing Words
- ✓ Using Go To

➤ Cutting And Copying

- ✓ Understanding Cutting And Copying
- ✓ Cutting And Pasting
- ✓ Copying And Pasting
- ✓ Drag And Drop Cutting
- ✓ Drag And Drop Copying
- ✓ Using The Clipboard Task Pane
- ✓ Using Paste Special

➤ Font Formatting

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- ✓ Working With Live Preview
- ✓ Changing Fonts
- ✓ Changing Font Size
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- ✓ Making Text Bold
- ✓ Italicising Text
- ✓ Underlining Text
- ✓ Applying Strikethrough
- ✓ Subscripting Text
- ✓ Superscripting Text
- ✓ Highlighting Text
- ✓ Changing Case
- ✓ Changing Text Colour
- ✓ Applying Text Effects
- ✓ Using The Format Painter
- ✓ Clearing Font Formatting

➤ Paragraph Formatting

- ✓ Understanding Paragraph Formatting
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- ✓ Changing Text Alignments
- ✓ Changing Line Spacing
- ✓ Changing Paragraph Spacing
- ✓ Indenting Paragraphs
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- ✓ Starting A Bulleted List
- ✓ Adding Bullets To Existing Paragraphs
- ✓ Starting A Numbered List
- ✓ Numbering Existing Paragraphs
- ✓ Shading Paragraphs
- ✓ Applying Borders To Paragraphs
- ✓ Using The Paragraph Dialog Box

➤ Page Layout

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- ✓ Setting Custom Margins
- ✓ Changing Page Orientation
- ✓ Changing Paper Sizing
- ✓ Inserting Page Breaks
- ✓ Inserting Page Numbers

➤ Tables

- ✓ Understanding Tables
- ✓ Creating A Table
- ✓ Adding Data To A Table
- ✓ Selecting In Tables
- ✓ Selecting Using The Mouse
- ✓ Inserting Columns And Rows
- ✓ Deleting Columns And Rows
- ✓ Changing Column Widths
- ✓ Changing Row Heights
- ✓ Autofitting Columns
- ✓ Shading Cells
- ✓ Modifying Borders
- ✓ Modifying Border Styles
- ✓ Choosing A Table Style

➤ Printing

- ✓ Understanding Printing
- ✓ Previewing Your Document
- ✓ Quick Printing
- ✓ Selecting A Printer
- ✓ Printing The Current Page
- ✓ Specifying A Range Of Pages
- ✓ Specifying The Number Of Copies

➤ Concluding Remarks



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