



# Microsoft Word 2010

Level 2



INFOCUS COURSEWARE

Level Series

Order Code: INF1011 ISBN: 978-1-925179-81-1

## ❖ General Description

This course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, tab, lists, merging, section breaks, templates, and working with pictures and illustrations.

## ❖ Learning Outcomes

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

- modify **Word** options
- work with the **Navigation** pane
- work with multiple documents
- use a range of formatting techniques to position text and paragraphs
- create and work with various types of tabs
- define and modify lists
- use table features to improve the layout and format of tables
- create and use building blocks
- create and apply styles
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert headers and footers into a document
- use the **Mail Merge Wizard** to perform mail merges
- insert and work with pictures in a **Word** document
- use the new drawing and illustrating tools in **Word 2010**
- insert and work with **WordArt** and text effects

## ❖ Target Audience

**Microsoft Word 2010 Level 2** is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

## ❖ Prerequisites

**Microsoft Word 2010 Level 2** assumes a basic understanding of Microsoft Word 2010 and the creation of simple documents. It would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

## ❖ Pages/Duration

198 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 2** 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](http://www.watsoniapublishing.com). Simply follow the student files link on the home page. You will need the product code for this course which is **INF1011**.

## ❖ 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...

**Previous title...** INF1010 Microsoft Word 2010 Level 1

**This title...** **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 Wednesday, June 20, 2012 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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- ✓ Inserting Mail Merge Fields
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## ➤ Pictures

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- ✓ Inserting A Picture
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## ➤ Drawing And Illustrating

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- ✓ Inserting Clip Art
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- ✓ Inserting Shapes
- ✓ Modifying Shapes
- ✓ Inserting Text Into A Shape
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- ✓ Finding And Selecting Shapes
- ✓ Using A Canvas
- ✓ Inserting Screen Shots
- ✓ Inserting A Screen Clip
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- ✓ Changing Colours In A SmartArt Image
- ✓ Changing A SmartArt Layout
- ✓ Adding More Shapes To SmartArt
- ✓ Resizing SmartArt

## ➤ WordArt

- ✓ Understanding WordArt
- ✓ Applying WordArt
- ✓ Positioning WordArt
- ✓ Editing WordArt Text
- ✓ Formatting WordArt Text
- ✓ Applying Text Effects
- ✓ Deleting WordArt

## ➤ Concluding Remarks



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