



Microsoft Word 2010

Module 1



INFOCUS COURSEWARE

Module Series

Order Code: INF1013 ISBN: 978-1-921939-21-1

❖ General Description

This course focuses on basic document production using Microsoft Word 2010 and is designed to give the learner a sound understanding of how documents are created, formatted, and printed.

❖ Learning Outcomes

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

- work with the basic features of **Word**
- select and work with text in a document
- cut and copy information within and between documents
- work with multiple documents
- use a range of font formatting techniques
- format paragraphs
- insert headers and footers into a document
- work effectively with features that affect the page layout of your document
- create and modify tabs and tables
- print a document
- create and print letters, envelopes and labels
- use the **Mail Merge Wizard** to perform mail merges
- insert and work with pictures in a **Word** document
- draw and format shapes
- insert and work with **WordArt** and text effects
- modify **Word** options
- find the information you need in **Help**

❖ Target Audience

This course is ideal for people who work in offices, for clubs, or charities where there is a requirement to produce reports, tabularised numbers and the like.

❖ Prerequisites

Microsoft Word 2010 Module 1 assumes little or no knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

274 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in **Microsoft Word 2010 Module 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 **INF1013**.

❖ 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

❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* 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 Thursday, August 25, 2011 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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- ✓ Using Ribbon KeyTips
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- ✓ 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
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- ✓ Removing Existing Bullets
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- ✓ Creating A Multilevel List
- ✓ Shading Paragraphs
- ✓ Applying Borders To Paragraphs
- ✓ Using The Paragraph Dialog Box
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- ✓ The Paragraph Dialog Box Line And Page Breaks
- ✓ The Borders And Shading Dialog Box

➤ Headers And Footers

- ✓ Understanding Headers And Footers
- ✓ Inserting Headers And Footers
- ✓ Inserting A Blank Header
- ✓ Inserting A Blank Footer
- ✓ Switching Between Headers And Footers
- ✓ Editing Headers And Footers
- ✓ Inserting Page Numbering
- ✓ Inserting Date Information
- ✓ Inserting Document Properties
- ✓ Formatting Header And Footer Text

➤ Page Layout

- ✓ Changing Page Margins
- ✓ Setting Custom Margins
- ✓ Changing Page Orientation
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- ✓ Inserting Page Breaks
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➤ Tabs

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- ✓ Setting Tabs On The Ruler
- ✓ Modifying Tabs On The Ruler
- ✓ Setting Tabs In The Tabs Dialog Box





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- ✓ Setting Tab Leaders
- ✓ Setting Bar Tabs
- ✓ Setting Mixed Tabs
- ✓ Removing Tabs
- **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
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- **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
- **Creating Letters**
 - ✓ Selecting A Letter Template
 - ✓ Typing The Letter
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 - ✓ Customising The Layout
 - ✓ Preparing The Envelope
 - ✓ Formatting The Envelope Text
 - ✓ Creating A Sheet Of Address Labels
- **Mail Merging**
 - ✓ Understanding The Mail Merge Process
 - ✓ Understanding Mail Merge Terminology
 - ✓ Understanding The Mail Merge Wizard
 - ✓ Selecting The Starting Document
 - ✓ Selecting A Recipient List
 - ✓ Inserting Mail Merge Fields
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- **Pictures**
 - ✓ Understanding Pictures
 - ✓ Inserting A Picture
 - ✓ Resizing A Picture
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 - ✓ Removing A Picture Background
 - ✓ Correcting Pictures
 - ✓ Changing Picture Colouring
- ✓ Applying Artistic Effects
- ✓ Changing Picture Styles
- ✓ Changing Picture Effects
- ✓ Repositioning Pictures
- ✓ The Picture Format Short Cut Menu
- ✓ Changing The Picture Layout
- ✓ Cropping A Picture
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- **Shapes**
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 - ✓ Inserting A Drawing Canvas
 - ✓ Positioning The Drawing Canvas
 - ✓ Drawing Shapes
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 - ✓ Resizing Shapes Using The Size Controls
 - ✓ Resizing Shapes Using The Mouse
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 - ✓ Aligning Shapes
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 - ✓ Deleting Shapes
 - ✓ Formatting Shapes
 - ✓ Applying Shape Styles
 - ✓ Inserting And Formatting Text
 - ✓ Changing Shapes
 - ✓ Grouping Shapes
 - ✓ Resizing The Drawing Canvas
 - ✓ Wrapping Text Around The Canvas
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 - ✓ Understanding WordArt
 - ✓ Applying WordArt
 - ✓ Positioning WordArt
 - ✓ Editing WordArt Text
 - ✓ Formatting WordArt Text
 - ✓ Applying Text Effects
 - ✓ Deleting WordArt
- **Setting Word Options**
 - ✓ Understanding Word Options
 - ✓ Personalising Word
 - ✓ Setting Display Options
 - ✓ Understanding File Locations
 - ✓ Setting File Locations
 - ✓ Understanding Save Options
 - ✓ Setting Save Options
- **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
- **Concluding Remarks**



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