



INFOCUS COURSEWARE

Microsoft Word 2010

Level 2 (with Challenge Exercises)



WATSONIA PUBLISHING

Level Series

Order Code: INF1051 ISBN: 978-1-925121-71-1

❖ 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, styles, merging, and working with pictures and illustrations.

❖ Learning Outcomes

At the completion of Microsoft Word 2010 Level 2 (with Practice Extensions) you should be able to:

- modify **Word** options
- work with the **Navigation** pane
- 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 work effectively with styles and themes
- create and use templates
- 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 (with Practice Extensions) 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 (with Practice Extensions) 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

232 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 (with Practice Extensions) 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 **INF1051**.

❖ 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... INF1050 Microsoft Word 2010 Level 1 (with Challenge Exercises)

This title... INF1051 Microsoft Word 2010 Level 2 (with Challenge Exercises)

Then... INF1052 Microsoft Word 2010 Level 3 (with Challenge Exercises)

* 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 Friday, October 14, 2011 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

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