INFOCUS COURSEWARE

Microsoft Word 2010
Module 1 (with Challenge Exercises)

WATSONIA PUBLISHING

Module Series

Order Code: INF1085   ISBN: 978-1-921939-23-5

❖ **General Description**

❖ **Learning Outcomes**

The skills and knowledge acquired in *Microsoft Word 2010 Module 1 (with Challenge Exercises)* are sufficient to be able to create, format and print a document.

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

- ➢ work with the basic features of *Word*
- ➢ create and work with a new document
- ➢ 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
- ➢ insert headers and footers into a document
- ➢ work effectively with features that affect the page layout of your document
- ➢ create and work with various types of tabs
- ➢ create and modify 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**

Microsoft Word 2010 Module 1 (with Challenge Exercises) is designed to focus on basic document production and is designed to give the learner a sound understanding of how documents are created, formatted and printed.

❖ **Prerequisites**

Microsoft Word 2010 Module 1 (with Challenge Exercises) assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ **Pages**

320 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 (with Challenge Exercises)* 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 *INF1085*.

❖ **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 Wednesday, October 17, 2012 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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- ✓ Removing Page Numbers
- ✓ Practice Exercise

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➢ **Concluding Remarks**

Product Information