INFOCUS COURSEWARE

ICAU1129B - Operate a Word Processing Application

Microsoft Word 2010

WATSONIA PUBLISHING

Curriculum Series 3A

Order Code: INF874 ISBN: 978-1-921939-05-1

General Description

The skills and knowledge acquired in are sufficient to use Microsoft Word to perform a range of basic word processing operations including the creation of simple documents that include tables and pictures, printing documents and mail merging.

Learning Outcomes

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

- work with the basic features of Word
- create a new document
- work with a document
- select and work with text in a document
- 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
- work with multiple documents
- use the Mail Merge Wizard to perform mail merges
- insert and work with pictures in a Word document

Target Audience

This publication is designed as a resource for anyone undertaking the IT competency ICAU1129B Operate a Word Processing Application.

Prerequisites

ICAU1129B Operate A Word Processing Application Using Microsoft Word 2007 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, consistent with the IT competency ICAU1128B Operate a personal computer.

Pages

152 pages

Student Files

Many of the topics in ICAU1129B - Operate a Word Processing Application Microsoft Word 2010 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 INF874.

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 Tuesday, April 19, 2011 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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Contents

Getting To Know Microsoft Word
- ✓ Starting Word
- ✓ The Word Screen
- ✓ Using The Ribbon
- ✓ Using Ribbon KeyTips
- ✓ Understanding The Backstage View
- ✓ Using Shortcut Menus
- ✓ Understanding Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
- ✓ Understanding The Status Bar
- ✓ Customising 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
- ✓ Understanding Computer Filing
- ✓ Naming Conventions For Filing
- ✓ 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

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
- ✓ File Formats And Version Compatibility
- ✓ Saving With A Different File Name
- ✓ Saving In A Different Location
- ✓ Understanding Templates
- ✓ Using A Sample Template
- ✓ Creating A Template
- ✓ Modifying A Template

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 Overtype Mode
- ✓ Deleting Text
- ✓ Using Undo
- ✓ Finding Words
- ✓ Understanding Find And Replace
- ✓ Replacing Words
- ✓ Understanding Cutting And Copying
- ✓ Cutting And Pasting
- ✓ Copying And Pasting
- ✓ Drag And Drop Cutting
- ✓ Drag And Drop Copying

Font Formatting
- ✓ Understanding Font Formatting
- ✓ Working With Live Preview
- ✓ Changing Fonts
- ✓ Changing Font Size
- ✓ Making Text Bold
- ✓ Italicising Text
- ✓ Underlining Text
- ✓ Highlighting Text
- ✓ Changing Case
- ✓ Changing Text Colour
- ✓ Using The Format Painter

Paragraph Formatting
- ✓ Understanding Paragraph Formatting
- ✓ Understanding Text Alignment
- ✓ Changing Text Alignments
- ✓ Changing Line Spacing
- ✓ Changing Paragraph Spacing
- ✓ Indenting Paragraphs
- ✓ Outdenting Paragraphs
- ✓ Starting A Bulleted List
- ✓ Adding Bullets To Existing Paragraphs
- ✓ Removing Existing Bullets
- ✓ Starting A Numbered List
- ✓ Numbering Existing Paragraphs
- ✓ Removing Existing Numbers
- ✓ Shading Paragraphs
- ✓ Applying Borders To Paragraphs

Page Layout
- ✓ Changing Page Margins
- ✓ Changing Page Orientation
- ✓ Changing Paper Sizing
- ✓ Inserting Page Breaks
- ✓ Removing Page Breaks
- ✓ Inserting Page Numbers
- ✓ Understanding Headers And Footers
- ✓ Inserting Headers And Footers
- ✓ Formatting Header And Footer Text
- ✓ Understanding Styles
- ✓ Applying Paragraph Styles
- ✓ Applying Character Styles

Tables
- ✓ Using Default Tabs
- ✓ Setting Tabs On The Ruler
- ✓ Modifying Tabs On The Ruler
- ✓ Setting Tabs In The Tabs Dialog Box
- ✓ Setting Tab Leaders
- ✓ 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

Multiple Documents
- ✓ Opening Multiple Documents
- ✓ Switching Between Open Documents
- ✓ Arranging All
- ✓ Viewing Side By Side
- ✓ Synchronised Scrolling

Mail Merging
- ✓ Understanding Mail Merging
- ✓ The Mail Merge Wizard Process
- ✓ Selecting The Starting Document
- ✓ Selecting A Recipient List
- ✓ Inserting Merge Fields
- ✓ Previewing The Merged Documents
- ✓ Completing The Merge

Pictures
- ✓ Understanding Pictures
- ✓ Inserting A Picture
- ✓ Changing The Picture
- ✓ 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

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