



# Microsoft Word 2010

## Level 1 (with Challenge Exercises)



WATSONIA PUBLISHING

INFOCUS COURSEWARE

Level Series

Order Code: INF1050

ISBN: 978-1-925121-70-4

### ❖ General Description

This course aims to give the learner a very good basic grounding in the use of Microsoft Word 2010 to create everyday documents required either at work or at home. The course begins by showing the user how to navigate around Microsoft Word 2010. It quickly gets the user to create a new document before getting into features such as formatting and printing.

### ❖ Learning Outcomes

At the completion of **Microsoft Word 2010 Level 1 (with Challenge Exercises)** you should be able to:

- work with the basic features of **Word**
- create a new document
- find the information you need in **Help**
- work with a document
- select and work with text in a document
- cut and copy information within and between documents
- 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
- print a document

### ❖ Target Audience

This course is designed for users new to Microsoft Word 2010 (with Challenge Exercises) specifically and word processing in general.

### ❖ Prerequisites

**Microsoft Word 2010 Level 1 (with Challenge Exercises)** 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/Duration

176 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 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](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 **INF1050**.

### ❖ 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... Title*

*This title... INF1050 Microsoft Word 2010 Level 1 (with Challenge Exercises)*

*Then... Title*

*Then... Title*

\* 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

Product Information



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#### ➤ Getting To Know Microsoft Word

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- ✓ How Microsoft Word 2010 Works
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- ✓ Specifying The Number Of Copies
- ✓ Practice Exercise



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