

Course:**Word 2010: Basic, First Look Edition**

Course Details**Course Number:** 1-4260-1968-8**Category:** Business & Office Applications**Duration:** 1.00 day***Description***

This ILT Series course covers the basic functions and features of Word 2010. After an introduction to Word's window components, students will learn how to use the Help system and navigate documents. Then they will enter and edit text, create and save documents, and learn how to enhance the appearance of a document by using various formatting options. They will also create tables, insert headers and footers, proof and print documents, and insert graphics.

Outline**Unit 1: Getting started**

- Topic A: The Word window
- Topic B: New documents
- Topic C: Word Help

Unit 2: Navigation and selection techniques

- Topic A: Document navigation
- Topic B: Selection techniques

Unit 3: Editing text

- Topic A: Working with text
- Topic B: The Undo and Redo commands
- Topic C: Cutting, copying, and pasting text

Unit 4: Formatting text

- Topic A: Character formatting
- Topic B: Tab settings
- Topic C: Paragraph formatting
- Topic D: Paragraph spacing and indents
- Topic E: Automatic formatting

Unit 5: Tables

- Topic A: Creating tables
- Topic B: Working with table content
- Topic C: Changing table structure

Unit 6: Page layout

- Topic A: Headers and footers
- Topic B: Margins
- Topic C: Page breaks

Unit 7: Proofing and printing documents

- Topic A: Checking spelling and grammar
- Topic B: Using AutoCorrect
- Topic C: Finding and replacing text
- Topic D: Printing documents

Unit 8: Graphics

- Topic A: Adding graphics and clip art
- Topic B: Working with graphics

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.

Course:**Word 2010: Intermediate, First Look Edition**

Course Details**Course Number:** 1-4260-1970-X**Category:** Business & Office Applications**Duration:** 1.00 day***Description***

This ILT Series course builds on the skills and concepts taught in Word 2010: Basic, First Look Edition. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

Outline**Unit 1: Styles and outlines**

- Topic A: Examining formatting
- Topic B: Creating styles
- Topic C: Modifying styles
- Topic D: Working with outlines

Unit 2: Sections and columns

- Topic A: Creating and formatting sections
- Topic B: Working with columns

Unit 3: Formatting tables

- Topic A: Table formatting basics
- Topic B: Borders and shading
- Topic C: Table data
- Topic D: Table styles

Unit 4: Printing labels and envelopes

- Topic A: Labels
- Topic B: Envelopes

Unit 5: Templates and building blocks

- Topic A: Template basics
- Topic B: Building blocks
- Topic C: Document properties

Unit 6: Graphics

- Topic A: Creating diagrams
- Topic B: Using the Drawing tools
- Topic C: Formatting text graphically

Unit 7: Managing document revisions

- Topic A: Tracking changes
- Topic B: Working with comments

Unit 8: Web features

- Topic A: Web pages
- Topic B: Hyperlinks

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Course:**Word 2010: Advanced, First Look Edition**

Course Details**Course Number:** 1-4260-1972-6**Category:** Business & Office Applications**Duration:** 1.00 day**Description**

This ILT Series course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Outline**Unit 1: Using Mail Merge**

- Topic A: Form letters
- Topic B: Data sources for the recipient list
- Topic C: Mailing labels and envelopes

Unit 2: Objects and backgrounds

- Topic A: Inserting content from other applications
- Topic B: Changing the document background

Unit 3: Working with forms

- Topic A: Creating forms
- Topic B: Protecting forms
- Topic C: Sharing and securing documents

Unit 4: Using macros

- Topic A: Recording and running macros
- Topic B: Modifying and deleting macros

Unit 5: Customizing Word

- Topic A: Customizing the Ribbon
- Topic B: Customizing the Quick Access toolbar
- Topic C: Customizing keyboard shortcuts

Unit 6: Long documents

- Topic A: Master documents
- Topic B: Tables of contents and figures
- Topic C: Indexes, bibliographies, and other references
- Topic D: Bookmarks and cross-references
- Topic E: Web frames

Unit 7: XML features

- Topic A: Working with XML

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