



Microsoft Word Training

Microsoft Word 2010 Beginner

Who Should Do This Course?

This course is primarily designed for people who need to know how to use Microsoft Word to create and edit a range of common documents for home and office use.

Upon successful completion of the course, participants should be able to create documents including letters, memos, faxes, basic flyers and newsletters.

Duration: 1 day

Class size: 10 students max

Times: 9:00am - 5:00pm

Price: Refer to our website for current course and package pricing

After the course?

Each student will receive:

- Certificate of completion
- Training manual
- 12 months FREE email support
- FREE class re-sit (if necessary)

About The Course

This one day introductory course covers the basics of Microsoft Word 2010, from basic navigation and creating a document through to tabs, tables and formatting.

A hands-on approach is taken and the exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.

Learning Outcomes

Upon successful completion of this course, students will be able to:

- Start and work with Microsoft Word 2010, its screens, menus, and dialog boxes
- Create a new document from scratch
- Work with existing documents
- Work with text, including performing search and replace operations
- Cut and copy text around a document
- Format both text and paragraphs to produce appealing documents
- Use tabs, and work with bulleted and numbered lists
- Work with page layout and design features
- Print documents
- Access additional help and information as required
- Work with multiple, concurrent documents

Content

Unit 1: Getting to Know Word

- Starting Word
- The Word Screen
- How Microsoft Word 2010 Works
- Using The Ribbon
- Using Ribbon KeyTips
- Minimising The Ribbon
- Understanding The Backstage View
- Accessing The Backstage View
- Using Shortcut Menus
- Understanding Dialog Boxes
- Launching Dialog Boxes
- Understanding The Quick Access Toolbar
- Adding Commands To The QAT
- Understanding The Status Bar
- Customising The Status Bar
- Exiting Safely From Word

Unit 2: Creating a New Document

- Creating Documents In Word
- Using The Blank Document Template
- Typing Text
- The Save As Dialog Box
- Saving A 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

Unit 3: Working With a Document

- The Open Dialog Box
- Opening An Existing Document
- Navigating With The Keyboard
- Scrolling Through A Document
- Page Zooming
- Viewing The Rulers
- Showing Paragraph Marks
- Counting Words

Unit 4: Viewing Documents

- Viewing One Or Two Pages
- Viewing Page Width
- Viewing 100 Per Cent
- Splitting The Window
- Opening A New Window
- Understanding Document Views

- Changing Document Views
- Viewing Gridlines

Unit 5: Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents
- Arranging All
- Viewing Side By Side
- Synchronised Scrolling
- Resetting The Window Position

Unit 6: 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 Overtyping Mode
- Deleting Text
- Using Undo
- Using Redo
- Using Repeat
- Using Click And Type
- Inserting Symbols And Special Characters
- Finding Words
- Understanding Find And Replace
- The Find And Replace Dialog Box
- Performing Advanced Searches
- Replacing Words
- Using Go To

Unit 7: Cutting And Copying

- Understanding Cutting And Copying
- Cutting And Pasting
- Copying And Pasting
- Drag And Drop Cutting
- Drag And Drop Copying
- Using The Clipboard Task Pane
- Copying Between Documents
- Cutting Between Documents
- Pasting Between Documents
- Using Paste Special

Unit 8: 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

Unit 9: Font Formatting

- Understanding Font Formatting
- Working With Live Preview
- Changing Fonts
- Changing Font Size
- Growing And Shrinking Fonts
- Making Text Bold
- Italicising Text
- Underlining Text
- Applying Strikethrough
- Subscripting Text
- Superscripting Text
- Highlighting Text
- Changing Case
- Changing Text Colour
- Applying Text Effects
- Using The Format Painter
- Using The Font Dialog Box
- Clearing Font Formatting

Unit 10: 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
- Creating A Multilevel List
- Shading Paragraphs
- Applying Borders To Paragraphs
- Using The Paragraph Dialog Box
- The Paragraph Dialog Box Indents And Spacing
- The Paragraph Dialog Box Line And Page Breaks

Unit 11: Lists

- Understanding Lists
- Applying Bullets
- Defining A Bullet

- Modifying A Bullet
- Applying Numbering
- Defining A Number Format
- Renumbering A List
- Understanding Multilevel Lists
- Applying A Multilevel List
- Promoting And Demoting List Items
- Defining A Multilevel List
- Creating A Multilevel List Style
- Modifying A Multilevel List Style

Unit 12: Tabs

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler
- Setting Tabs In The Tabs Dialog Box
- Setting Tab Leaders
- Setting Bar Tabs
- Setting Mixed Tabs
- Removing Tabs

Unit 13: Page Layout

- Changing Page Margins
- Setting Custom Margins
- Changing Page Orientation
- Changing Paper Sizing
- Setting Custom Paper Sizes
- Inserting Page Breaks
- Removing Page Breaks
- Inserting Page Numbers
- Formatting Page Numbers
- Removing Page Numbers

Unit 14: Printing

- Understanding Printing
- Previewing Your Document
- Quick Printing
- Selecting A Printer
- Printing The Current Page
- Specifying A Range Of Pages
- Specifying The Number Of Copies

Unit 15: Saving To PDF

- Understanding PDF
- Saving A Document As A PDF
- Viewing A PDF File

Unit 16: Spelling And Grammar

- Understanding Spelling And Grammar
- Correcting Spelling Errors
- Correcting Contextual Errors
- Correcting Grammatical Errors
- Understanding Spell Checking Options
- Performing A Spelling And Grammar Check

Unit 17: AutoCorrect

- Understanding AutoCorrect
- Using AutoCorrect
- Adding AutoCorrect Entries
- Using Math AutoCorrect
- Understanding AutoFormat
- Using AutoFormat
- Using AutoFormat As You Type

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To view a full list of course dates, please visit our website at www.dynamicwebtraining.com.au
Alternatively please contact our office on **1300 888 724**