

Microsoft Word 2010

Level 2

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:

This One day course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, styles, merging, and working with pictures and illustrations.

What You Will Learn:

At the completion of this course participants will be able to:

- modify Word options
- work with the Navigation pane
- use a range of formatting techniques to position text and paragraphs
- create and work with various types of tabs
- define and modify lists
- use table features to improve the layout and format of tables
- create and use building blocks
- create and work effectively with styles and themes
- create and use templates
- insert headers and footers into a document
- use the Mail Merge Wizard to perform mail merges
- insert and work with pictures in a Word document
- use the new drawing and illustrating tools in Word 2010
- insert and work with WordArt and text effects

How You Will Benefit:

This course will enable you to produce professional-looking documents that are guaranteed to make an impact. The course is ideal for people who work in offices, for clubs or charities where there is a requirement to produce more intricate documents.

Course Content

The course covers:

Setting Word Options

- Understanding Word Options
- Personalising Word
- Setting Display Options
- Understanding File Locations
- Setting File Locations
- Understanding Save Options
- Setting Save Options
- Practice Exercise

Navigation Pane

- Navigating Documents
- Viewing Headings
- Editing Headings , Adding Headings
- Moving Headings

Multiple Documents

- Opening Multiple Documents
- Switching Between Open Documents

- Arranging All
- Viewing Side By Side
- Synchronised Scrolling
- Resetting The Window Position
- Practice Exercise

Formatting Techniques

- Applying First Line Indents , Applying Hanging Indents , Applying Right Indents
- Understanding Pagination
- Controlling Widows And Orphans

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Level 2

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- Keeping Paragraphs Together
- Keeping Lines Together
- Inserting A Page Break
- Applying Hyphenation To Text
- Hiding Text
- Inserting A Drop Cap
- Understanding Returns
- Inserting Hard And Soft Returns
- Removing Returns
- Revealing Formatting
- Practice Exercise

Tabs

- Using Default Tabs
- Setting Tabs On The Ruler
- Modifying Tabs On The Ruler
- Setting Tabs In The Tabs Dialog Box
- Setting Tab Leads
- Setting Bar Tabs
- Setting Indented Tabs
- Removing Tabs
- Practice Exercise

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
- Practice Exercise

Table Features

- Creating A Table From Text
- Aligning Data In Cells
- Inserting Formulas Into A Table
- Updating Formulas In A Table
- Sorting Table Data
- Merging Table Cells
- Splitting Table Cells
- Displaying Table Gridlines
- Understanding Table Properties
- Aligning Tables
- Changing The Direction Of Text

- Repeating Heading Rows
- Converting A Table To Text
- Practice Exercise

Building Blocks

- Understanding Building Blocks
- Inserting A Building Block
- Creating Quick Parts
- Saving Building Blocks
- Inserting Quick Parts
- Editing Building Blocks
- Deleting Building Blocks
- Saving Building Blocks To A Template
- AutoText Versus Quick Parts
- Practice Exercise

Styles

- Understanding Styles
- Applying Paragraph Styles
- Applying Character Styles
- Creating A Quick Style
- Creating A Paragraph Style
- Creating A Character Style
- Applying Custom Styles
- Practice Exercise

Themes

- Understanding Themes
- Applying A Theme
- Modifying Theme Colours
- Modifying Theme Fonts
- Saving A Custom Theme
- Downloading And Installing A Theme
- Applying A Theme To A Template
- Resetting A Theme
- Practice Exercise

Templates

- Understanding Templates
- Using A Sample Template
- Downloading An Online Template
- Creating A Template
- Modifying A Template
- Using A Custom Template
- Attaching A Template To A Document
- Copying Styles Between Templates
- Creating A Template From A Template
- Tips For Developing Templates

- Practice Exercise

Section Breaks

- Understanding Section Breaks
- Inserting A Next Page Section Break
- Inserting A Continuous Section Break
- Inserting An Even Page Section Break
- Inserting An Odd Page Section Break
- Practice Exercise

Headers And Footers

- Understanding Headers And Footers
- Inserting Headers And Footers
- Inserting A Blank Header
- Inserting A Blank Footer
- Switching Between Headers And Footers
- Editing Headers And Footers
- Inserting Page Numbering
- Inserting Date Information
- Inserting Document Properties
- Formatting Header And Footer Text
- Practice Exercise

Mail Merging

- Understanding The Mail Merge Process
- Understanding Mail Merge Terminology
- Understanding The Mail Merge Wizard
- Selecting The Starting Document
- Selecting A Recipient List
- Inserting Mail Merge Fields
- Previewing The Merged Documents
- Completing The Merge
- Practice Exercise

Pictures

- Understanding Pictures
- Inserting A Picture
- Changing The Picture
- Removing A Picture Background
- Correcting Pictures
- Changing Picture Colouring
- Applying Artistic Effects

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- Changing Picture Styles
- Changing Picture Effects
- Repositioning Pictures
- The Picture Format Short Cut Menu
- Changing The Picture Layout
- Practice Exercise

Drawing And Illustrating

- Understanding Illustrations
- Inserting Clip Art
- Modifying Clip Art
- Inserting Shapes
- Modifying Shapes
- Inserting Text Into A Shape

- Custom Text Wrapping
- Finding And Selecting Shapes
- Using A Canvas
- Inserting Screen Shots
- Inserting A Screen Clip
- Understanding SmartArt
- Creating A SmartArt Image
- Adding Text To SmartArt
- Changing The SmartArt Style
- Changing Colours In A SmartArt Image
- Changing A SmartArt Layout
- Adding More Shapes To SmartArt
- Resizing SmartArt
- Practice Exercise

WordArt

- Understanding WordArt
- Applying WordArt
- Positioning WordArt
- Editing WordArt Text
- Formatting WordArt Text
- Applying Text Effects
- Deleting WordArt
- Practice Exercise

Concluding Remarks

What You Take Away:

At the completion of the course, you get to take away the extensive coursebook for future reference.

What You Need To Know:

Before you attend this course, you should know how to create a Word document, apply character, paragraph and page formatting. You should also know how to insert and modify tables as well apply borders and shading to a document. (Any participant who does not have this knowledge may be asked to leave the course).

Measure of Success:

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

Certificate:

Upon successful completion of the workshop, you will be issued with an official course certificate

Which Course Next?:

Word 2010 Level 3.

Dates & Times:

Please refer to separate workshop schedule.

Course Policies Warranty:

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course