

Microsoft Word 2010

Being confident in Microsoft Word is essential for anyone who either works or aspires to work in an office environment, it's therefore very important to choose your training programme carefully.

Designed for

This course is suitable for beginners and is ideal for anyone who works, or aspires to, work in an office environment. For example those working in roles such as Admin Assistant, Office Administrator, Secretary, PA, EA or VA would find this course extremely valuable.

Aims and Objectives

Pitman Training's MS Word course is designed to provide you with the essential skills you will need to be proficient in Word, in a work environment, in as short a time as possible. You don't need any prior experience of Microsoft Word, but you will need to be familiar with using a computer and the Windows environment.

Depending upon the version of Word you need, we have the perfect course for you; including Microsoft Word 2010, the most recently released version. Our training will also assist you in taking the Microsoft Office Specialist test (MOS) exam.

Your studies will cover the basics – from starting Word, to inputting text, saving documents, page breaks, auto-correct, cut and paste, indenting and bullets, page numbers, the use of tables, WordArt and text boxes, clipart, the use of columns through to applying, creating and modifying styles.

This is a self-study programme, so you can choose to learn at your own pace, with support and encouragement provided by our friendly course advisors when you need it.

Prerequisites

A basic understanding of word processing.

Course Content

Lesson One: Starting Word 2010, keying in text, saving a new document, editing text,

navigating around a document, selecting text, accessing backstage view, printing a document, customising the Quick Access toolbar, previewing a document and using zoom facilities, minimising the ribbon, closing a document, using Word Help, exiting Word.

Lesson Two: opening an existing document, page breaks, different document views, creating a new blank document, showing/hiding formatting marks, formatting text including using text effects, text alignment, using the repeat facility, clearing formatting.

Lesson Three: Checking spelling and grammar, using the thesaurus and research pane, translating text; line and paragraph spacing, changing margins, opening recently viewed documents, working in multiple windows, undo and redo, creating a new folder, save a file with a different name and format.

Lesson Four: Using AutoCorrect, building blocks, automatic date and time feature, modifying and updating a field, tabulation, including setting and removing tabulation stops, deleting building blocks and AutoCorrect entries.

Lesson Five: Moving text using cut and paste, duplicating text using copy and paste, using keyboard shortcuts, different paste options, using the clipboard to paste multiple items, format painter, searching for text, finding and replacing text, finding text and applying formatting, use search options in find and replace.

Lesson Six: Indenting text, applying bullets to a list and changing bullet format, applying numbers to a list and changing number format, multilevel numbering, formatting numbering levels, using picture bullets, applying, formatting and selecting paragraph numbers, moving text using drag and drop, setting indents.

Lesson Seven: Text flow options, managing page numbers, headers and footers, inserting and deleting section breaks, page orientation, printing selected pages, finding specific pages.

Lesson Eight: Creating a table and entering details, formatting table contents, text direction, AutoFit, inserting/deleting and resizing rows and columns, borders/shading, merging/splitting cells, simple calculations, setting repeating headers rows, converting text into a table, sorting, table styles.

Lesson Nine: Inserting and formatting WordArt objects, inserting and formatting text boxes, drawing, formatting and grouping objects, inserting and formatting clipart, changing the page background colour, using the draw table tool, working with columns, adding a watermark.

Lesson Ten: Applying, modifying and creating styles, using templates, document themes, changing theme colours and fonts, saving and deleting a custom theme, saving documents in different formats.

Benefits

- Learn how to use this popular word processing program
- The flexibility and value of a self-study course designed to enable you to work at your own pace
- A workbook to use as a reference guide on completion of the course
- The opportunity to gain the widely recognised Pitman Training Certificate

Course duration: 24 hours

The CPD Standards Office
CPD PROVIDER: 21121
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