

Microsoft Office Word 2010: Level 1

Objectives: You will create, edit, and enhance standard business documents using Microsoft Office Word 2010.

Designed for: This course is intended for individuals who want to gain basic knowledge of working with Word.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders.

Course Content:

Creating a Basic Word Document

- Identify the Elements of the User Interface
- Customize the Word Environment
- Enter Text in a Document
- Save a Document
- Open a Document in Different View Modes
- Print a Document
- Obtain Help in Word

Editing a Word Document

- Navigate Through a Document and Select Text
- Modify Text
- Undo Text Changes
- Find and Replace Text

Formatting Text in a Word Document

- Change Font Styles
- Highlight Text in a Document

Formatting Paragraphs in a Word Document

- Set Tabs to Align Text
- Modify the Layout of a Paragraph
- Create Lists
- Apply Borders and Shading
- Apply Styles
- Manage Formatting

Inserting Tables in a Word Document

- Create a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Inserting Special Characters and Graphical Objects

- Insert Symbols and Special Characters
- Insert Illustrations in a Document

Controlling the Appearance of the Pages in a Word Document

- Control the Layout of a Page
- Apply a Page Border and Color
- Add Watermarks
- Add Headers and Footers

Proofreading a Word Document

- Check Spelling and Grammar
- Use the Thesaurus
- Customize the AutoCorrect Options

Duration: 6 hours

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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