

Microsoft Word 2010 Level 1
6 hours 9:00 am – 4:00 pm

- What is Word?
- The Word 2010 interface
- Creating a basic document
- Editing a document
- Mouse and keyboard shortcuts
- Character formatting
- Paragraph formatting
- Page formatting
- Saving a document
- Basic styles and table of contents
- Using Building Blocks
- Section breaks and page numbering
- Headers and footers
- Inserting graphic elements
- Spell check and autocorrect
- Printing

In this course you will create and edit documents in Word. You will then use those documents to learn the difference between Word's three types of formatting: character formatting, paragraph formatting, and page/section formatting. You will create headers and footers, break documents into sections for various types of page numbers, use styles to format headings in your document and generate a table of contents simply. You will learn printing techniques and autocorrect techniques to save time. You will learn how to control Word's automatic formatting of documents and explore Word's Building Block feature for adding title pages and more.