

Word Refresher

What do I need?

Learners should be familiar with using a mouse and keyboard. They should be comfortable in the Windows environment and be able to use Windows to manage information. Specifically learners should be able to launch and close applications; navigate to information stored on the computer; and manage files and folders. Learners should have completed Windows Introduction or possess equivalent knowledge prior to attending this course.

How long is the course?

1 Day

Who should attend?

This course is designed for individuals who need to bridge gaps in their Word knowledge, prior to attending the advanced course. It is also suited to learners who are transitioning from earlier versions of Word.

Elements of the Word 2010

Environment

- Identify the New Interface Features
- Work with the Ribbon
- Use Options on Contextual Tabs
- Use the Galleries
- Customise the Interface
- Use Word's Help Options

Create & Modify Documents

- Edit and Format Text
- Move and Copy Text
- Tabs and Indenting Text
- Create Bullet or Numbered List
- Use Superscript and Subscript
- Apply Styles
- Use Find and Replace
- Thesaurus and Spell Check
- Preview and Print Documents

Work with Objects

- Quick Parts
- Symbols and Special Characters
- Drop Caps
- Pictures
- SmartArt

Control Page Layout

- Add Headers and Footers with Page
- Insert Page Breaks
- Line & Paragraph Spacing
- Create and Edit Columns

Create & Modify Tables

- Enter Text
- Insert and Delete Rows and Columns
- Format Tables
- Use Formulas

Customise the Word Environment

- Quick Access Toolbar
- Ribbon
- Interface
- Use Fax and Memo Word Templates