



# Word 2010

## Course Outline

Beginning Level - 6 Hour Class

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### The Microsoft Word 2010 Screen

- The Levels of Command Organization
- Ribbon Tabs
- Groups
- Dialog Box Launcher

### Starting to use Microsoft Word 2010

- Opening and Closing Documents
- Saving Microsoft Word Documents
- Creating a New Document
- Creating Documents using Templates

### Manipulating Text

- Selecting Text
- Manipulating Text

### The Clipboard

- Using the Clipboard

### Text Formatting

- Font Type & Font Size
- Bold, Italic or Underline
- Subscript and Superscript
- Case Changing
- Highlighting
- Font Color
- Format Painter
- Removing Formatting
- Special Characters and Symbols

### Paragraph Formatting

- Paragraph Marks
- Line Breaks
- Aligning Text
- Indenting Paragraphs
- Line Spacing within Paragraphs
- Spacing Above or Below Paragraphs
- Bullets and Numbering

### Borders and Shading

- Modifying Borders & Shading

### Finding and Replacing Text

- Finding & Replacing Text

### Tabs

- Tab Stops
- Setting and Removing Tabs

### Styles

- Applying Styles
- Style Sets

### Page Formatting

- Page Orientation and Paper Size
- Page Margins
- Page Breaks
- Headers and Footers
- Page Numbering
- Header and Footer Fields
- Cover Pages

### Tables

- Inserting a Table
- Navigating within a Table
- Selecting Cells, Rows, Columns or the Entire Table
- Inserting and Deleting Rows and Columns
- Modifying Column Width or Row Height
- Modifying Cell Borders
- Adding Shading to Cells
- Modifying Cell Border Width, Color and Style

### Multiple Documents

- Comparing Documents Side By Side
- Copying or Moving Selected Items between Documents

### Mail Merge

- Starting the Mail Merge Wizard
- Merging a Mailing List to Produce Labels

### Proofing and Printing

- Spell Checking a Document
- Printing Options
- Previewing and Printing a Document