



Word 2010 Intermediate

Word 2010 is Microsoft's flagship productivity software. This new version of Word incorporates many new features and connectivity options in an effort to make collaboration and production as easy as possible. This Intermediate level is intended to help everyday computer users become more proficient with Word.

Highlights of the course include working with templates, headers, and footers; using the new Navigation Pane; and using the Mail Merge Wizard. By the end of this manual, users should be comfortable with making more complex documents.

Managing Your Documents

This section will teach users how to manage their document as an individual file. Topics include using Windows Explorer, saving files in different formats, using different formats, and working with multiple files at once. As well, participants will learn how to use various checking utilities to make sure the document is ready for the target audience.

Using Formatting Tools

Participants will learn how to create, use, and customize document templates. This section also covers itemized lists, paragraph and column formatting, and cover pages. Other document features such as delineation tools, watermarks, and hyperlinks round out this section.

Creating Headers and Footers

This section covers how to use headers and footers. Students will learn how to add, edit, and customize headers and footers. Additionally, this section discusses how to use page numbering, insert the date and time, and use section breaks with headers and footers.

Using Time Saving Tools

In this section, participants will learn about the language tools available in Word, including the spelling and grammar checker, translation tools, online research tools, and the thesaurus. Users will also learn how to use and control AutoCorrect; add special symbols, characters and equations to a document; and enable specialized text recognition (formerly called SmartTags). Finally, students will learn how to use the Navigation Pane for document searching and management.

Finishing Your Document

This final section will teach users how to use themes and color, font, and effect schemes. Users will also learn how to perform automatic and manual mail merges, fax documents, and include their document as an e-mail attachment. To conclude the section, participants will learn about other electronic distribution tools included with Word.