



# Word 2010 Introduction

## Target Audience & Purpose

Word Introduction is for people new to Word Processing, and for self-taught users to enhance their knowledge. It is a pre-requisite for the Intermediate course.

## Objectives

By the end of the course participants should be able to:

- Create, edit and save documents
- Change the appearance and layout of a document using formatting techniques
- Apply Borders and Shading to text and paragraphs
- Create headers, footers and page numbering
- Preview and print documents
- Use Spell Checker, Thesaurus, Find/Replace and AutoCorrect

## Prerequisites

Participants should already:

- Be competent in using a mouse and keyboard
- Have an understanding of Windows

### Exploring Word

Start Word  
Use the Interface  
Use Backstage View  
Use the Quick Access Toolbar  
Use the Mini Toolbar  
Use Ribbons and Tabs  
Use Dialog Box Launchers  
Use Program Tabs  
Use Contextual Tabs  
Use Live Preview

### Using Basic Document Skills

Enter Text into a Document  
Save a New Document  
Close a Document  
Create a New Document  
Open an Existing Document  
Select Text  
Rename an Existing Document  
Save a Document in PDF or XPS Format

### Using Basic Text Editing

Remove Characters  
Delete Selected Text  
Replace Selected Text  
Cut/Copy and Paste Text

Use the Paste Options Button  
Use the Clipboard Pane  
Use Drag-and-Drop Editing  
Use Undo and Redo

### Using Character Formatting

Format Characters  
Change an Existing Font  
Modify the Font Size  
Use Bold and Italics  
Underline Text  
Highlight Text

Copy Character Formatting  
Change Character Case

### Using Paragraph Formatting

Align Paragraphs  
Click and Type to Align Text  
Paragraph Spacing  
Reveal Formatting  
Modify Line Spacing  
Copy Paragraph Formats  
Apply Bullets and Numbering

### Applying Borders and Shading

Add Borders and Shading to Text  
Add Borders and Shading to Paragraphs  
Add a Border to a Page

Remove a Borders and Shading

**Working with Headers and Footers**

Create Headers/Footers

Insert Page Numbers

Insert the Current Date

Create Odd, Even and First Page Headers and Footers

**Checking Spelling and Grammar**

Check Spelling/Grammar as You Type

Add to the Custom Dictionary

Run the Spelling Checker

Run the Grammar Checker

Check Spelling and Grammar

**Working with Document Views**

Switch Document Views

Hide White Space in Print Layout View

Use Full Screen Reading View

Change Document Magnification View/Hide the Formatting Marks

**Printing and Page Setup**

Change the Page Orientation

Change the Document Margins

Change the Paper Size

Change the Vertical Alignment

Preview a Document

Print the Current Document or Page

Print Multiple Copies

Print Envelopes and Labels

**Course Duration**

One Day 9:00am to 4:00pm

**Venue:** 3-5 Bennett Street (Gr. Fl.)

East Perth WA 6004

**Telephone:** 08 9221 0688

**Facsimile:** 08 9221 0687