

Microsoft Word 2010; Introduction

One Day Course

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Table of Contents

M1	Creating and Editing Documents	Page
1.	Starting Documents	2
2.	Starting Word	3
3.	Identifying Components of the Word Screen	4
4.	The Word 2010 Ribbon	7
5.	Creating and Opening Documents	8
6.	Moving the Insertion/Cursor Point	12
7.	Building and Editing Documents	17
8.	Selecting Text	21
9.	Replacing and Deleting Blocks of Text	24
10.	Moving and Copying Text	27
11.	Modifying Page Breaks	30
12.	Finishing Documents	33
13.	Previewing Documents	37
14.	Printing Documents	40
15.	Closing Documents	43
16.	Assignment	45
M2	Formatting Text & Printing a Document	Page
1.	Enhancing Text	2
2.	Applying Text Formatting Effects	6
3.	Removing Text Formatting	8
4.	Information Rights Management	10
5.	Using Undo and Redo	12
6.	Using the Repeat Command to Apply Formatting	14
7.	Viewing and Copying Formatting	15
8.	Using Format Painter	18
9.	Using Bullets and Numbers	20
10.	Applying Bullets and Numbers as You Type	23
11.	Assignment	25
M3	Formatting Documents	Page
1.	Formatting Paragraphs	2
2.	Changing Line or Paragraph Spacing	6
3.	The Ruler	8
4.	Indenting Paragraphs	9
5.	Setting Tabs Using the Tabs Dialog Box	12
6.	Setting Tabs Using the Ruler	17
7.	Formatting Pages and Sections	20
8.	Setting Margins	22
9.	Inserting Page Numbers	26
10.	Inserting and Deleting Section Breaks	30
11.	Using the Go To Command	33
12.	Applying Page Setup Formatting to Sections	35
13.	Changing a Section's Page Numbering	37
14.	Assignment	39

M4	Using Advanced Page Setup Techniques	Page
1.	Using Headers and Footers	2
2.	Creating Alternating Headers or Footers	13
3.	Creating Section Headers or Footers	16
4.	Using Styles and Templates	20
5.	Managing the Quick Style Gallery	26
6.	Templates	32
7.	Using Templates to Create Documents	34
8.	Generating Envelopes and Labels	37
9.	Creating Labels	40
10.	Assignment	43

Appendix A; New Features in Word 2010	Page	
1.	Compatibility	2
2.	Forwards compatibility (Word documents created in earlier versions)	3
3.	Working in Compatibility Mode	4
4.	Backwards compatibility (Word documents created in version 2010)	6
5.	The Ribbon	10
6.	Other aspects of the Ribbon	13
7.	The Mini toolbar	15
8.	The Quick Access Toolbar	16
9.	Using the keyboard (Key Tips in v2997)	17
10.	Using the Arrow Keys to Navigate the Ribbon	21
11.	Using the TAB key to Navigate the Ribbon	22
12.	Notes Regarding Old Shortcuts (previous versions)	23

Appendix B; Additional Features in Office 2010	Page	
1.	Office 2010 – A New Platform	2
2.	At a Glance Highlights Across the Suite	4
3.	New Visual and navigational Features	8
4.	File formats	11
5.	User Assistance System (HELP)	12
6.	Collaboration features	13
7.	Themes and Quick Styles	15
8.	Application-specific changes	16
9.	General Keyboard Navigational Tips in Office 2010	25
10.	Beyond Office 2010	26

Foreword

This course was written for trainees wishing to learn to use Microsoft Word. It is written for using Microsoft Word in the Office 2010 suite of applications. However, it does not include a ‘New Features’ section exclusively about new features in Microsoft Word within Office 2010. It is very easy to see a complete list of the new features in Office v2010 in the Help menu on-screen. This courseware cannot and should not compete with the comprehensive coverage of new features detailed by Microsoft within the application’s help files. To do so would be to hinder learning the raw application.

What this course seeks to do is teach the trainee Word in the hope that he/she may be able to go and work just as well using v2002 for example and other versions. Wherever possible, ‘version functionality’ is purposely avoided.