

## Word 2010 — Basic

What does this course offer you?

In this course, you will learn basic techniques for working with Word 2010. You will learn how to save, open and work with word-documents as well as the design of the text layout using different formatting. Therefore you will learn the possibilities of the character, paragraph and page formatting in Word 2010. Furthermore you will also learn what kind of design possibilities offers the use of tables, tabs and graphical elements. Style sheets and templates will help to ensure a uniform layout of your Word documents and to create templates for your standard letter. The automatic hyphenation, and the spell and grammar checks are also presented in this learning program.



The primary subject matter of the course:

### Using Word

- Starting and closing Word
- Opening and saving a document
- Creating and opening a document
- Saving a document on a mobile drive
- Saving a document under a different file type
- Switching between open documents
- Word options
- Using the Word Help
- Shrinking, enlarging and moving the display
- Working with the Ribbon
- Quick access, navigation pane and context menu

### Editing a document

- Different views of a document
- Entering text
- Entering symbols and special characters
- Displaying formatting marks
- Selecting text
- Editing and deleting text
- Searching for and replacing text elements
- Moving and copying text using drag & drop
- Moving and copying text using the clipboard
- Undoing actions

### Applying formatting

- Formatting text quickly
- Enhanced formatting
- Automatic hyphenation
- Working with paragraphs
- Working with line breaks
- Good practice: Aligning text
- Aligning text
- Indenting paragraphs
- Working with tabs
- Working with paragraphs
- Numbering and bullet points
- Designing paragraphs
- Using styles
- Copying formats

### Tables and objects

- Creating tables
- Selecting and deleting table sections
- Inserting and editing columns and rows
- Formatting tables
- Inserting and copying objects
- Positioning objects in a document

### Mail merge

- Creating a data source
- Linking a data source
- Inserting merge fields
- Merging and printing form letters
- Mail merge for labels

### Preparing a hard copy

- Page setup
- Good practice: Inserting a page break
- Inserting a page break
- Editing headers and footers
- Inserting page numbers
- Using the spelling checker
- Using the print preview
- Printing a document

#### What do you need to know in advance of this course?

Basic knowledge of how to use a mouse and keyboard is required.

#### What does this course include?

Alongside the lessons for imparting knowledge, it also includes practice exercises, test questions and expert tips.

**Number of lessons: 53**      **Run time approx. 7,5 hours**  
(Content subject to possible changes)