

Microsoft Word 2010

Level 1

ERP · BI · CRM · EPM · HR · PAYROLL

Course Outline

Word processing is the use of computers to create, revise, and save documents for printing and future retrieval. This course is the first in a series of three Microsoft® Office Word 2010 courses. It will provide you with the basic concepts required to produce basic business documents.

Course duration:

This course is scheduled for one day from 9:00 till 16:00.

Course pre-requisites:

Students should be familiar with using personal computers and have used a mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on your computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course: Windows 7, Windows XP Professional: Level 1, Windows XP Professional: Level 2, Windows XP: Introduction, and Windows 2000: Introduction.

Documentation:

The following documentation is included with the course

- Microsoft Word 2010 Level 1 user guide
- Certificate of attendance

After attending you will be able to:

- Create a basic Word document
- Edit a document
- Format text
- Format paragraphs
- Insert a table
- Insert special characters and graphical objects
- Control the page setup and appearance of a Word document
- Proofread documents for accuracy

Who should attend?

This course is intended for individuals who want to gain basic knowledge of working on Word. Individuals who want to pursue Microsoft Certified Application Specialist certification in Microsoft Office Word 2010 can also take this course.



Topics covered

Unit 1: Getting started

- Topic A: The Word window
- Topic B: New documents
- Topic C: Word Help

Unit 2: Navigation and selection techniques

- Topic A: Document navigation
- Topic B: Selection techniques

Unit 3: Editing text

- Topic A: Working with text
- Topic B: Using the Undo and Redo commands
- Topic C: Cutting, copying, and pasting text

Unit 4: Formatting text

- Topic A: Character formatting
- Topic B: Tab settings
- Topic C: Paragraph formatting
- Topic D: Paragraph spacing and indents
- Topic E: Automatic formatting

Unit 5: Tables

- Topic A: Creating tables
- Topic B: Working with table content
- Topic C: Changing table structure

Unit 6: Page layout

- Topic A: Headers and footers
- Topic B: Margins
- Topic C: Page breaks

Unit 7: Proofing and printing documents

- Topic A: Checking spelling and grammar
- Topic B: Using AutoCorrect
- Topic C: Finding and replacing text
- Topic D: Printing documents

Unit 8: Graphics

- Topic A: Adding graphics and clip art
- Topic B: Working with graphics

Venue details

We have training facilities in Centurion and Rivonia. Please mention which will be your preferred venue for the training. The location will be confirmed once the booking has been received.

Centurion

1001 Clifton Avenue
Lyttelton Manor
Centurion

Rivonia

3 Fifth Avenue
Rivonia
Johannesburg



For bookings or more information

For bookings or more information please feel free to contact us at 0861 11 1680 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz