

## Microsoft Word 2010 Basics Course Outline

### Section 1 - Word Processing Basics

- Starting Word
- Fluent User Interface
- Quick Access Toolbar
- Customize the Ribbon
- Workspace
- Ruler, status bar and Zoom
- Entering text
- File Backstage navigation view
- Saving and organizing files
- Navigating in documents
- Opening and closing files
- Recent Documents on Taskbar
- Jump List on Start Menu
- Automatic Spell Check
- View Buttons
- Getting Help
- Exiting Word

### Section 2 - Working with Files

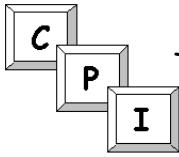
- Opening files
- Recent documents
- Save As command
- Selecting text
- Inserting and deleting text
- Undo and Redo commands
- New documents
- Word Templates
- Switching between documents
- Aero Peek Preview
- Managing Files
- Renaming and deleting files
- File Backstage preview
- Printing documents

### Section 3 - Formatting a Document

- Font formats
- Using the Ribbon
- Font style and font size
- Bold, italics and underline
- The Mini toolbar
- Keyboard shortcuts
- Strikethrough, subscript and superscript
- Change case
- Highlight and font color
- Font Dialog Box Launcher
- Repeat key
- Changing the default font
- Character spacing
- Clear Formats and Reveal Formatting

### Section 4 - Formatting Paragraphs

- Formatting paragraphs
- Show/Hide edit marks
- Bullets and numbering
- Paragraph and line spacing
- Sort command button
- Ruler elements
- Indents and paragraph alignment
- Shading and Borders
- Applying and modifying styles
- Styles Task Pane
- Using Cut, Copy and Paste commands
- Clipboard Task Pane
- Format Painter
- Search options
- Finding and replacing text and punctuation



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## Section 5 - Proofing a Document

- Grammar check
- Automatic grammar check
- Grammar check settings
- Spell Check
- Thesaurus
- Translate/Set Language
- Word Count

## Section 6 - Working with Tables

- Inserting and defining tables
- Table tools
- Inserting rows and columns
- Distributing columns evenly
- Sizing columns
- Aligning data
- Moving and sizing icons
- Sort command
- Table styles
- Quick Tables
- View gridlines
- Insert table command
- Typing outside tables
- Removing tables