

Word 2010

Level 1: Beginner

Learning basic skills for Word 2010

Estimated time: 06:32

6 modules - 56 topics

Get started in Word

Discover Word and carry out simple tasks: creating, opening and saving documents, entering and editing text.

You need to know: About your word processor

Overview of the environment

Opening a document

Moving the insertion point

You need to know: Text made easy

Displaying the nonprinting characters

Entering text

Managing paragraphs

You need to know: Selecting, copying, moving

Selecting and deleting text

Undoing, redoing, repeating an action

You need to know: Saving files

Saving a document

Zoom

Creating a new document

Using Microsoft Word Help

Total number of topics in the module: 16

Apply basic text formatting

Presenting text attractively: using Word's ready-made font and colour schemes, changing the colour and the size of characters, etc.

Applying a quick style from the gallery

Applying a theme

You need to know: Formatting characters

Formatting characters

Character colour

Character case

Character font and size

Total number of topics in the module: 7

Arrange paragraphs on the page

Make a document more agreeable to read by improving the presentation of your paragraphs and lists.

Paragraph indents

Paragraph alignment

Paragraph spacing

Line Spacing

Borders and shading

Moving text

Copying text

Numbered and bulleted lists

Customised bulleted list

Customised numbered list

Total number of topics in the module: 10

Print an attractive document

Make sure that your document looks as good on paper as it does on the screen: find out all about printing in Word.

Page layout

Printing

Page breaks

You need to know: Headers and footers

Headers and footers

Page numbering

Total number of topics in the module: 6

Improve the presentation of your paragraphs

Add visual impact by introducing tabs, using different styles of list, indenting first lines.

Save time by knowing how to copy formats.

Setting a tab stop

Tab stop with a leader line

Managing tab stops

Different levels in a list

List styles

Line breaks

Hanging indents

Non-breaking space or hyphen

Copying formats

Total number of topics in the module: 9

Increase your efficiency

The advantages of a word processor: reorganising text easily, avoiding spelling mistakes, finding synonyms, finding text or other elements, replacing them.

Finding text/formatting

Replacing text/formatting

Checking spelling and grammar

Finding synonyms

Creating an AutoText

Using an AutoText

Managing AutoTexts

The computer's date and time

Total number of topics in the module: 8

Level 2: Proficient

user *Learning intermediate skills for Word 2010*

Estimated time: 05:22

6 modules - 46 topics

Create a table

Creating and filling in tables in Word.

Creating a table

Moving around/filling in a table

Selecting and inserting rows and columns

Deleting rows and columns

Table styles

Formatting cells

Row height and column width

Total number of topics in the module: 7

Do more with tables

Simple techniques for perfecting and exploiting tables.

Alignment in cells, table alignment

Merging or splitting cells

Converting text to table, table to text

Sorting a table or a list of paragraphs

Calculating in a table

Total number of topics in the module: 5

Add some illustrations

Using drawing objects and pictures to brighten up your text.

Drawing an object

Sizing/rotating/adjusting a drawing object

Moving/copying a drawing object

Inserting a picture

Document background

Charts

Diagrams

Total number of topics in the module: 7

Add impact with pictures, charts and diagrams

A little formatting to achieve maximum effect with shapes, text boxes, pictures etc...

Formatting a drawing object

Text in a drawing object/WordArt

Formatting text in an object/WordArt

Managing a picture

Positioning and wrapping a picture

Inserting objects from other applications

Total number of topics in the module: 6

Learn some new skills

Among other things, learn to insert special characters, cover pages or entire documents, how to hyphenate text, use the automatic correction tools and create custom dictionaries.

Inserting a document/cover page/blank page

Hyphenation

Inserting special characters

Character spacing and position

Drop caps

Managing a custom dictionary

AutoCorrect settings

Search and translation functions

Statistics and document properties

Creating a form

Protecting and using a form

Total number of topics in the module: 11

Get started with long documents

Working with a long document is first of all about managing pages, numbering them etc, so that the printed document is exploitable.

Views and windows

Moving around a long document

Sections

Using different headers and footers

Managing automatic page breaks

Footnotes/endnotes

Managing footnotes/endnotes

Hierarchy of titles

Outline view

Table of contents

Total number of topics in the module: 10

Level 3: Advanced

user *Learning advanced skills for Word 2010*

Estimated time: 06:11

8 modules - 53 topics

Perfect your long documents

Divide a long document into sections, present a section in columns, assemble documents in a master document. Insert indexes and tables of contents, illustrations etc... Add cross references and links.

Captions and table of illustrations

Bookmarks

Cross references

Hyperlinks

Text in columns

Master document

Index

Citations and bibliography

Total number of topics in the module: 8

Make letters - or mailshots - simple

Define the layout of an envelope. Learn how to design and run a mail merge.

Creating envelopes/address labels

You need to know: The mail merge

Mail merge: associating document and recipients

Inserting mail merge fields

Running a mail merge

Editing the recipients

Adding and deleting recipients

Sorting a list of recipients

Selecting the records to print

Conditional text in a mail merge

Printing labels via the mail merge

Fields for variable data

Total number of topics in the module: 12

Create or modify styles

Presenting headings and other paragraphs coherently and attractively becomes easy when you know how to customise and create styles.

You need to know: Styles and templates

Creating a style

Using the Styles pane

Modifying a style

The Normal style

Deleting a style

Style sets

Displaying formatting details

Total number of topics in the module: 8

Create or modify themes and templates

Create attractive, coherent documents faster, with themes and templates.

Creating and customising a theme

Creating a template

New document based on a template

Modifying and deleting templates

Changing the template attached to a document

Copying styles to other files

Total number of topics in the module: 6

Customise your environment

Set up your application to suit you.

Managing application preferences

You need to know: Customising the ribbon

Total number of topics in the module: 2

Approach expert status

Advanced commands for advanced users: digital signatures, macros, managing versions of the document and retrieving an earlier version if necessary.

Digital signatures

Macros

Versions and recovery of files

Total number of topics in the module: 3

Work as a team

Word's communication and collaboration tools make life easier: compare and merge your documents, convert them to other formats. Find out how to share your documents effectively: exporting them publishing them on the web, blog entries etc... and how to finalise and protect them.

Blog posts

You need to know: Exporting data

Transfer, export: PDF, XPS, text, web page, e-mail

Comments

Tracking changes

Managing tracked changes

Merging and comparing documents

Protecting a shared document

Protecting a document with a password

Finalising a document

Converting Word documents

Total number of topics in the module: 11

Find out more...

Tips on methodology, approaches to teamwork...skills that will help you optimise your use of Word.

You need to know: The SharePoint site

You need to know: Sharing a document over the internet

You need to know: Best practice with a word processor

Total number of topics in the module: 3