



# Microsoft Word 2007/2010

Level 1 - Introductory



## Detailed Course outline - Needs analysis

### Contents

#### ➤ Getting To Know Microsoft Word

- ✓ Starting Word
- ✓ The Word Screen
- ✓ How Microsoft Word 2010 Works
- ✓ Using The Ribbon
- ✓ Using Ribbon KeyTips
- ✓ Minimising The Ribbon
- ✓ Understanding The Backstage View
- ✓ Accessing The Backstage View
- ✓ Using Shortcut Menus
- ✓ Understanding Dialog Boxes
- ✓ Launching Dialog Boxes
- ✓ Understanding The Quick Access Toolbar
- ✓ Adding Commands To The QAT
- ✓ Understanding The Status Bar
- ✓ Exiting Safely From Word

#### ➤ Creating A New Document

- ✓ Creating Documents In Word
- ✓ Using The Blank Document Template
- ✓ Typing Text
- ✓ The Save As Dialog Box
- ✓ Saving A New Document
- ✓ Typing Numbers
- ✓ Inserting A Date
- ✓ Document Proofing
- ✓ Checking Spelling And Grammar
- ✓ Making Basic Changes
- ✓ Saving An Existing Document
- ✓ Printing A Document
- ✓ Safely Closing A Document

#### ➤ Getting Help

- ✓ Understanding How Help Works
- ✓ Accessing The Help Window
- ✓ Browsing For Help
- ✓ Returning To The Home Page
- ✓ Using The Table Of Contents
- ✓ Searching Using Keywords
- ✓ Disconnecting Online Help
- ✓ Printing A Help Topic
- ✓ Working With Screen Tips
- ✓ Dialog Box Help
- ✓ Other Sources Of Help

#### ➤ Working With A Document

- ✓ The Open Dialog Box
- ✓ Opening An Existing Document
- ✓ Navigating With The Keyboard
- ✓ Scrolling Through A Document
- ✓ Page Zooming
- ✓ Viewing The Ruler
- ✓ Showing Paragraph Marks
- ✓ Counting Words

#### ➤ Working With Text

- ✓ Techniques For Selecting Text
- ✓ Selecting Text Using The Mouse
- ✓ Selecting Text Using The Keyboard
- ✓ Editing Text In Insert Mode
- ✓ Editing Text In Overtyping Mode
- ✓ Deleting Text
- ✓ Using Undo
- ✓ Using Redo
- ✓ Inserting Symbols And Special Characters
- ✓ Understanding Find And Replace
- ✓ Finding Words
- ✓ Replacing Words
- ✓ Using Go To

#### ➤ Cutting And Copying

- ✓ Understanding Cutting And Copying
- ✓ Cutting And Pasting
- ✓ Copying And Pasting
- ✓ Drag And Drop Cutting
- ✓ Drag And Drop Copying
- ✓ Using The Clipboard Task Pane
- ✓ Using Paste Special

#### ➤ Font Formatting

- ✓ Understanding Font Formatting
- ✓ Working With Live Preview
- ✓ Changing Fonts
- ✓ Changing Font Size
- ✓ Growing And Shrinking Fonts
- ✓ Making Text Bold
- ✓ Italicising Text
- ✓ Underlining Text
- ✓ Applying Strikethrough
- ✓ Subscripting Text
- ✓ Superscripting Text
- ✓ Highlighting Text
- ✓ Changing Case
- ✓ Changing Text Colour
- ✓ Applying Text Effects
- ✓ Using The Format Painter
- ✓ Clearing Font Formatting

#### ➤ Paragraph Formatting

- ✓ Understanding Paragraph Formatting
- ✓ Understanding Text Alignment
- ✓ Changing Text Alignments
- ✓ Changing Line Spacing
- ✓ Changing Paragraph Spacing
- ✓ Indenting Paragraphs
- ✓ Outdenting Paragraphs
- ✓ Starting A Bulleted List
- ✓ Adding Bullets To Existing Paragraphs
- ✓ Starting A Numbered List
- ✓ Numbering Existing Paragraphs
- ✓ Shading Paragraphs
- ✓ Applying Borders To Paragraphs
- ✓ Using The Paragraph Dialog Box

#### ➤ Page Layout

- ✓ Changing Page Margins
- ✓ Setting Custom Margins
- ✓ Changing Page Orientation
- ✓ Changing Paper Sizing
- ✓ Inserting Page Breaks
- ✓ Inserting Page Numbers

#### ➤ Tables

- ✓ Understanding Tables
- ✓ Creating A Table
- ✓ Adding Data To A Table
- ✓ Selecting In Tables
- ✓ Selecting Using The Mouse
- ✓ Inserting Columns And Rows
- ✓ Deleting Columns And Rows
- ✓ Changing Column Widths
- ✓ Changing Row Heights
- ✓ Autofitting Columns
- ✓ Shading Cells
- ✓ Modifying Borders
- ✓ Modifying Border Styles
- ✓ Choosing A Table Style

#### ➤ Printing

- ✓ Understanding Printing
- ✓ Previewing Your Document
- ✓ Quick Printing
- ✓ Selecting A Printer
- ✓ Printing The Current Page
- ✓ Specifying A Range Of Pages
- ✓ Specifying The Number Of Copies

#### ➤ Concluding Remarks