STATE OF MISSOURI

Center FOR MANAGEMENT AND Professional Development

Information Technology and Computer Skills Training

WORD 2010 - INTRODUCTION

Where: Jefferson City, 1738 E Elm Lower Level

Time: 8:00 a.m. - 4:00 p.m.

Investment: $125.00

Course Content

Learners who attend this Introduction Level workshop will receive information to increase their proficiency in the following areas:

WHAT'S NEW IN WORD 2010

USING THE OFFICE WORD 2010 RIBBON
- How To Work With The Ribbon
- How To Customize The Status Bar
- How To Change The Views
- How To Show And Hide Document Elements
- How To Use The Zoom
- How To Use The Compatibility Checker
- How To Customize The Word Options
- How To Save A Document In A Different Format
- How To Pin A Document
- How To Document Workbook Properties
- How To Diagnose And Repair Problems

GETTING HELP AND MAINTENANCE
- How To Use The Help Contents
- How To Get Help From Office Online
- How To Get Help On A Command
- How To Get Help In A Dialog Box
- How To Run Microsoft Office Diagnostics
- How To Repair A Corrupted Document Manually
- How To Set AutoRecover Options
- How To Recover A Word File

CREATING A NEW DOCUMENT
- How To Create A New Blank Document
- How To Create A Document From A Template
- How To Create A Document Based On Another Document

STARTING TO USE WORD
- How to Insert, Overtype And Delete Text
- How To Insert The Date and Time In A Document
- How To Delete An Entire Document

SELECTION TECHNIQUES
- How To Select A Word, Line Of Text, Sentence Or Paragraph
- How To Cut/Copy/Paste Text
- How To Move And Copy Text with Drag And Drop

VIEWING A DOCUMENT
- How To Switch To Various Layout Views For A Document (Full Screen Reading, Web Layout View, Outline View, Draft View)

WORKING WITH TAB AND TABLES
- Using Tab
- Creating and Managing Tables
- Formatting Tables
- Performing Calculations In a Table

FORMATTING CHARACTERS
- How To Change The Font Type And Size
- How To Change The Default Font

FORMATTING TEXT
- How To Bold, Italicize And Underline Text
- How To Format Font Using The Font Dialog Box Or The Format Painter
- How To Create/Remove A Drop Cap
- How To Add A Clip Art Drop Cap

FORMATTING PARAGRAPHS
- How To Align Left And Right
- How To Center And Justify A Paragraph
- How To Create Left Indent And Right Indent Using The Ruler
- How To Create A First Line Indent
- How To Create A Hanging Indent

PLUS...
- Creating Bulleted and Numbered Lists
- Adjusting Line Or Paragraph Spacing
- Adding Borders And Shading To A Paragraph
- Setting Page Margins, Paper Size and Page Orientation
- Creating Page And Section Breaks
- Creating Different Headers And Footers For Different Pages
- Inserting Page Numbers
- Proofing Your Document
- Previewing And Printing Your Document

Visit our website at www.training.oa.mo.gov to find other technical and computer training programs.