

Microsoft® Word 2010 Level 2

Word 2010 is Microsoft's flagship productivity software. This new version of Word incorporates many new features and connectivity options in an effort to make collaboration and production as easy as possible. This Intermediate level is intended to help everyday computer users become more proficient with Word.

Highlights of the course include working with templates, headers, and footers; using the new Navigation Pane; and using the Mail Merge Wizard. By the end of this manual, users should be comfortable with making more complex documents.

Skills Taught

Section One: Managing Your Documents

- Using Windows Explorer within Word
- Lesson 1.2: Saving Your Files
- Lesson 1.3: Finishing Your Files
- Lesson 1.4: Making Word Work Backwards
- Lesson 1.5: Viewing Your Files

Section Two: Using Formatting Tools

- Working with Templates
- Using Bullets and Numbering
- Using the Paragraph Dialog
- Using Delineation Tools
- Working with Pages
- Adding Hyperlinks

Section Three: Creating Headers and Footers

- Creating Basic Headers and Footers
- Using the Header & Footer Tools - Design Tab
- Inserting Page Numbers
- Doing More with Headers and Footers

Section Four: Using Time Saving Tools

- Using Language Tools
- Using Research Tools
- Inserting Pre-Defined Text
- Specialized Text Recognition
- Using the Navigation Pane

Section Five: Finishing Your Document

- Making Your Document Consistent
- Using the Mail Merge Wizard
- Performing a Manual Mail Merge
- Sending a Document Electronically