

Course Length ----- 1 Day
Course Format ----- Instructor -Led
Course Hours ----- 9:00 a.m. – 5:00 p.m.



Microsoft® Office Word® 2010 *Transition from Word 2003*

Course Description

Course Objective: You will identify and use the new and enhanced features in Microsoft® Office Word 2010.

Target Student: This course is designed for experienced Word users who have used earlier versions of Microsoft Office Word, ideally Microsoft Office Word 2003, and who are planning to upgrade to Microsoft Office Word 2010.

Prerequisites: Students enrolling in this course should understand how to use some versions of Word, preferably 2003, and have some familiarity with the Internet. Due to the nature of this course and the minimal prerequisites, this course covers the commonly used new features, and not the more advanced new features of the application.

Course Objectives

Upon successful completion of this course, students will be able to:

- ◆ Identify the components of the Word 2010 environment.
- ◆ Add images, styles, and themes to documents.
- ◆ Use the advanced features to add building blocks, equations, citations, and bibliography to a document.
- ◆ Finalize documents.
- ◆ Work with Office Web Apps to save and access documents from the web.

Course Content

Lesson 1: Identifying the Components of the Word 2010 Environment

- Identify the New Interface Features
- Work with the Ribbon
- Use Options on Contextual Tabs
- Use the Galleries
- Customize the Interface

Lesson 2: Adding Images, Styles, and Themes

- Apply Styles
- Apply Document Themes
- Add Visual Effects
- Work with Images

Lesson 3: Using Advanced Features

- Add Building Blocks
- Build Equations
- Use the Navigation Pane
- Add Citations and Bibliographies

Lesson 4: Finalizing Documents

- Compare Reviewed Documents
- Inspect Documents
- Perform a Compatibility Check

Lesson 5: Working with Office Web Apps

- Save Documents to the Web
- Access Documents from the Web

Appendix A: New Features in Microsoft® Office Word 2010

Appendix B: Secure a Document

Appendix C: Ink Formatting in Tablet PCs

Appendix D: Mobile Features