

Word Basic (English)

In this class, you will...	Learn the basic operations of Word 2010, including working with text, creating a table, adding a graphic or a diagram, inserting a chart, printing, etc.
Topics	<ol style="list-style-type: none"> 1. Explore Word 2010 <ul style="list-style-type: none"> Working in the User Interface Creating, Entering Text in, and Saving Documents Opening, Moving Around in, and Closing Documents Viewing Documents in Different Ways 2. Edit and Proofread Text <ul style="list-style-type: none"> Making Text Changes Finding and Replacing Text / Fine Tuning Text Correcting Spelling and Grammatical Errors Inserting Saved Text 3. Change the Look of Text <ul style="list-style-type: none"> Quickly Formatting Text Changing a Document's Theme Manually Changing the Look of Characters/Paragraphs Creating and Modifying Lists 4. Organize Information in Columns and Tables <ul style="list-style-type: none"> Presenting Information in Columns Creating Tabbed Lists Presenting Information in Tables Formatting Tables 5. Add Simple Graphic Elements <ul style="list-style-type: none"> Inserting and modifying Pictures Changing a Document's Background Inserting Building Blocks Adding WordArt Text 6. Preview, Print, and Distribute Documents <ul style="list-style-type: none"> Previewing and Adjusting Page Layout Controlling What Appears on Each Page Printing Documents Preparing Documents for Electronic Distribution 7. Insert and Modify Diagrams <ul style="list-style-type: none"> Creating Diagrams Modifying Diagrams Creating Picture Diagrams 8. Insert and Modify Charts <ul style="list-style-type: none"> Inserting and Modifying Charts Using Existing Data in Charts
Aimed at...	<p>Those who can type text.</p> <p>Those who use the Word for the first time.</p>