

Microsoft Word 2010 Transition from Word 2003

Duration: Half a Day of Training

Course Description

You will identify and use the new and enhanced features in Microsoft Office Word 2010.

Target Students

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.

Delivery Method

Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

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

- Topic 1A: Identify the New Interface Features
- Topic 1B: Work with the Ribbon
- Topic 1C: Use Options on Contextual Tabs
- Topic 1D: Use the Galleries
- Topic 1E: Customize the Interface

Lesson 2: Adding Images, Styles, and Themes

- Topic 2A: Apply Styles
- Topic 2B: Apply Document Themes
- Topic 2C: Add Visual Effects
- Topic 2D: Work with Images

Lesson 3: Using Advanced Features

- Topic 3A: Add Building Blocks
- Topic 3B: Build Equations
- Topic 3C: Use the Navigation Pane
- Topic 3D: Add Citations and Bibliographies

Lesson 4: Finalizing Documents

- Topic 4A: Compare Reviewed Documents
- Topic 4B: Inspect Documents
- Topic 4C: Perform a Compatibility Check

Lesson 5: Working with Office Web Apps

- Topic 5A: Save Documents to the Web
- Topic 5B: Access Documents from the Web