

# MICROSOFT WORD 2010

## Getting More Out of Word - Level Two

Building on your knowledge of Word basics, this two-part course will explore some of Word 2010's more powerful features. You'll start by reviewing the fundamentals — selecting, formatting, cutting, and pasting—and learning the advanced features that open up the true power of these tools. You'll practice using the Quick Styles Gallery to help you produce more polished documents. You'll learn the finer points of setting and using margins, tab stops and indentation to help you avoid the frustration that sometimes accompanies these features. You'll learn how to add bullets and numbering (including multi-level outlines) to your documents as well as how to customize the various bullet and number styles. The class will show you how to use shortcuts for creating envelopes, inserting symbols and dates, working with formatting and using the Find function to search for text and the Replace function to change text. You'll also learn to work with tables including changing formatting and size, using shading and adding formulas to your tables. Finally, the class will cover inserting clip art, graphics, and Word Art into a Word document.

### Prerequisites:

Experience equivalent to Introduction to Word.

## Course Outline

### Review

- Ribbons and Tabs
- Quick Access Toolbar
- Mini-Toolbar
- AutoCorrect
- QuickParts

### Indents and Tabs

- Indentation (hanging indents, etc.)
- Types of Tab Stops
- Adding Leaders

### The Quick Styles Gallery

- Applying a Style
- Viewing All Styles
- Modifying a Style
- Creating a New Quick Style

### Bulleted & Numbered Lists

- Bullets and Numbers
- Customizing Lists
- Outline (Multilevel) Numbering
- Using SEQ Fields

### Getting More Out of Word

- Envelopes
- Zoom
- Format Painter
- Inserting Symbols and Dates
- Find and Replace
- Page Breaks

### Tables

- Creating a Table
- The Design Ribbon
- The Layout Ribbon
- Inserting Rows and Columns
- Formatting with Table Styles
- Quick Tables

### Advanced Tables

- Drawing a Complex Table
- Converting Text to a Table
- Sorting Data in a Table
- Adding Formulas in a Table

### Working with Graphics

- Inserting Clip Art
- Inserting Pictures from a File
- Inserting Word Art

**PIONEER TRAINING**  
139B Damon Road  
Suite 8  
Northampton, MA 01060

(413) 387-1040  
FAX (413) 586-0545  
Email: [info@ptraining.com](mailto:info@ptraining.com)  
<http://www.ptraining.com>