Word 2007/2010 – Level One

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to create, edit, format and print documents. The following course content details what will be covered in this class.

Course Outline

The Word screen
Working with Ribbon Bars
Working with the Quick Access Toolbar
Working with dialog boxes
Working with help
Chaning views
Creating a new document
Saving a document
Using the auto spell checker
Using the spell checker
Previewing a document
Printing a file
Closing a document
Creating a new document
Opening an existing document
Navigating within a document
Insert vs typeover mode
Deleting text
Oops!! undeleting text
Using click and type
Applying attributes

Changing fonts & point size
Advanced formatting options
Using the format painter
Page setup
Changing margins
Adjusting the line spacing
Paragraph alignment
Reveal formatting
Changing case
Inserting the date & time
Setting tabs
Indenting paragraphs
Adding document breaks
Moving text
Copying text
Dragging & dropping
Using the office clipboard
Working with the thesaurus
Using the grammar checker
Document recovery
Understanding Smart tags

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Word 2007/2010 Level Two

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to work with the intermediate functions of Word. The following course content details what will be covered in this class.

Course Outline

Keeping text together	Number and bullet lists
Page numbering	Inserting symbols & special characters
Creating headers and footers	Inserting a hyperlink
Finding/replacing data	Working with templates
Copying/moving between files	Working with comments
Newspaper style columns	Working with autotext
Using drop caps	File management
Mail merge	Protecting a document
Outlines	

Word 2007/2010 Advanced

Understanding what will be taught helps a student become comfortable with the course, and also provides a means to evaluate learning. Upon successful completion of this course, students will be able to work with the intermediate functions of Word. The following course content details what will be covered in this class.

Course Outline

Working with Tables
Performing Math
Importing Spreadsheets
Linking Files
Adding Diagrams & Charts
Watermarks & Text Boxes
Using & Creating Styles
Adding Footnotes/Endnotes

Cross-Referencing Text
Creating an Index
Inserting Table of Contents
Master & Sub Documents
Customizing the Toolbar
Working with Quickparts and Building Blocks
Setting Program Options

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