

Microsoft Word 2010 Introduction Syllabus

Program Fundamentals

- Starting Word 2010
- What's New in Word 2010
- Understanding the Word Program Screen
- Giving Commands in Word
- Using Command Shortcuts
- Creating a New Document
- Opening a Document
- Previewing and Printing a Document
- Saving a Document
- Closing a Document
- Using Help
- Exiting Word
- Program Fundamentals Review

Getting Started with Documents

- Entering and Deleting Text
- Selecting and Replacing Text
- Navigating through a Document
- Browsing a Document
- Viewing a Document
- Working with the Document Window
- Viewing Multiple Document Windows
- Getting Started with Documents Review

Working With and Editing Text

- Checking Spelling and Grammar
- Finding Text
- Replacing Text
- Using Word Count and the Thesaurus
- Inserting Symbols and Special Characters
- Copying and Moving Text
- Controlling How Text is Copied or Moved
- Collecting Multiple Items to Move or Copy
- Using Undo, Redo, and Repeat
- Working With and Editing Text Review

Formatting Characters and Paragraphs

- Changing Font Type
- Changing Font Size
- Changing Font Color and Highlighting Text
- Changing Font Styles and Effects
- Applying Spacing and Ligatures
- Creating Lists
- Changing Paragraph Alignment
- Adding Paragraph Borders and Shading
- Changing Line Spacing
- Changing Spacing Between Paragraphs
- Copying Formatting
- Setting Tab Stops
- Adjusting and Removing Tab Stops
- Using Left and Right Indents
- Using First Line and Hanging Indents
- Formatting Characters and Paragraphs Review

Formatting the Page

- Adjusting Margins
- Changing Page Orientation and Size
- Using Columns
- Using Page Breaks
- Working with Section Breaks
- Working with Line Numbers
- Working with Hyphenation
- Working with the Page Background
- Adding a Cover Page and Page Numbers
- Using Headers and Footers
- Formatting the Page Review