

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	Changing fonts & point size
Working with Ribbon Bars	Advanced formatting options
Working with the Quick Access Toolbar	Using the format painter
Working with dialog boxes	Page setup
Working with help	Changing margins
Changing views	Adjusting the line spacing
Creating a new document	Paragraph alignment
Saving a document	Reveal formatting
Using the auto spell checker	Changing case
Using the spell checker	Inserting the date & time
Previewing a document	Setting tabs
Printing a file	Indenting paragraphs
Closing a document	Adding document breaks
Creating a new document	Moving text
Opening an existing document	Copying text
Navigating within a document	Dragging & dropping
Insert vs typeover mode	Using the office clipboard
Deleting text	Working with the thesaurus
Oops!! undeleting text	Using the grammar checker
Using click and type	Document recovery
Applying attributes	Understanding Smart tags

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
Page numbering
Creating headers and footers
Finding/replacing data
Copying/moving between files
Newspaper style columns
Using drop caps
Mail merge
Outlines

Number and bullet lists
Inserting symbols & special characters
Inserting a hyperlink
Working with templates
Working with comments
Working with autotext
File management
Protecting a document

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