



DEVORE  
TECHNOLOGIES



# Word 2010 Introduction

**Course Description:** Use Microsoft Word 2010 to create documents and use basic features of word processing. Work with the ribbon to use Find and Replace, Spell Check, and Building Blocks. Learn how to view your document in different ways and work with printing options.

**Prerequisites:** Experience with the Microsoft Windows operating system, minimizing and maximizing windows, opening, saving and closing files, and creating folders.

**Course Length:** 6 hours

## Introduction to Ribbons

- Introduction to Word
- Quick Access Toolbar
- File tab / Backstage view
- Contextual tabs
- Set status bar

## Word Basics

- Create a new document
- Basics of entering text
- File Save / Save As
- Open and edit a document
- Access dialog boxes

## Navigate in a Document

- Find / Replace
- Spell check
- Grammar check

## Additional Editing Techniques

- Text selection techniques
- Copy and paste
- Cut and paste
- Use AutoCorrect
- Work with Building Blocks
- Work with symbols

## Character and Paragraph Formatting

- Character formatting
- Format painter
- Paragraph formatting
- Line spacing
- Create bullet / number lists

## Introduction to Indents and Tabs

- Indents
- Create tabs
- Remove and reposition tabs
- Delete tabs

## View Settings

- Zoom button
- View documents side by side
- Synchronized scrolling

## Control Page Appearance

- Themes
- Page Numbers
- Headers and footers
- Insert page breaks
- Margin settings

## Tools and Printing

- Page Setup
- Print preview
- Print a document

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