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MICROSOFT® OFFICE WORD 2010 LEVEL 1.....2

MICROSOFT® OFFICE WORD 2010: LEVEL 25

MICROSOFT® OFFICE WORD 2010: LEVEL 38

Microsoft® Office Word 2010 Level 1

Course Specifications

Course number: 084582

Course length: 1.0 day(s)

Certification: MOS: Microsoft Office Word 2010 Exam 77–881, MOS: Microsoft Office Word Expert 2010 Exam 77–887

Course Description

Course Objective: You will create, edit, and enhance standard business documents using Microsoft® Office Word 2010.

Target Student: This course is designed for students who wish to learn the basic operations of the Microsoft Word to perform their day-to-day responsibilities, and who want to use the application to be more productive in their work. It provides the fundamental knowledge and techniques needed to advance to using more complex Word features such as protecting your documents and usage of ligatures.

Prerequisites: To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of Element K's introductory Windows courses, such as either of the following, or have equivalent skills and knowledge.

- Windows XP Professional: Level 1
- Windows XP: Introduction

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist (MOS) certification skill sets. The MOS and certification program is for individuals who use Microsoft's business desktop software and who seek recognition for their expertise with specific Microsoft products.

Course Objectives

Upon successful completion of this course, students will be able to:

- identify and work with basic Word 2010 tools and features.
- edit text in a Word document.
- modify the appearance of text in a Word document.
- insert special characters and graphical objects.
- organize data in tables.
- proof a Word document.
- control the appearance of pages in a Word document.
- print a Word document.

Course Content

Lesson 1: Getting Started with Word 2010

- Topic 1A: Identify the Components of the Word Interface
- Topic 1B: Customize the Word Interface
- Topic 1C: Display a Document in Different Views
- Topic 1D: Enter Text in a Document
- Topic 1E: Save a Document

Lesson 2: Editing Text in a Word Document

- Topic 2A: Select Text
- Topic 2B: Modify Text
- Topic 2C: Find and Replace Text

Lesson 3: Modifying the Appearance of Text in a Word Document

- Topic 3A: Apply Character Formatting
- Topic 3B: Align Text Using Tabs
- Topic 3C: Display Text as List Items
- Topic 3D: Modify the Layout of a Paragraph
- Topic 3E: Apply Styles
- Topic 3F: Manage Formatting
- Topic 3G: Apply Borders and Shading

Lesson 4: Inserting Special Characters and Graphical Objects

- Topic 4A: Insert Symbols and Special Characters
- Topic 4B: Add Illustrations to a Document



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Lesson 5: Organizing Data in Tables

Topic 5A: Insert a Table
Topic 5B: Modify a Table
Topic 5C: Format a Table
Topic 5D: Convert Text to a Table

Lesson 6: Proofing a Word Document

Topic 6A: Check Spelling and Grammar
Topic 6B: Use the Thesaurus

Lesson 7: Controlling the Appearance of Pages in a Word Document

Topic 7A: Apply a Page Border and Color
Topic 7B: Add a Watermark
Topic 7C: Add Headers and Footers

Lesson 8: Printing Word Documents

Topic 8A: Control Page Layout
Topic 8B: Preview and Print a Document

Appendix A: Microsoft Office Word 2010

Appendix B: Microsoft Office Word Expert 2010

Microsoft® Office Word 2010: Level 2

Course Specifications

Course number: 084583

Course length: 1.0 day(s)

Certification: MOS: Microsoft Office Word 2010

Course Description

Course Objective: You will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

Target Student: This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

Prerequisites: Students should be able to use Microsoft Word 2010 to create, edit, format, save, and print basic business documents containing text, tables, and graphics. Students can obtain this level of skill by taking the following Element K course:

- *Microsoft® Office Word 2010: Level 1*

Certification

This course is one of a series of Element K courseware titles that addresses Microsoft Office Specialist skill sets. The Microsoft Office Specialist program is for individuals who use Microsoft's business desktop software and seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn the Microsoft Office Specialist certification.

Course Objectives

Upon successful completion of this course, students will be able to:

- manage lists.
- customize tables and charts.
- customize the formatting of a document using styles and themes.
- modify pictures in a document.
- create customized graphic elements.
- insert content using Quick Parts.
- control text flow.
- use templates to automate document creation.
- use the mail merge function.
- use macros to automate common tasks.

Course Content

Lesson 1: Managing Lists

- Topic 1A: Sort a List
- Topic 1B: Renumber a List
- Topic 1C: Customize a List

Lesson 2: Customizing Tables and Charts

- Topic 2A: Sort Table Data
- Topic 2B: Control Cell Layout
- Topic 2C: Perform Calculations in a Table
- Topic 2D: Create Charts

Lesson 3: Creating Customized Formats with Styles and Themes

- Topic 3A: Create or Modify a Text Style
- Topic 3B: Create a Custom List or Table Style
- Topic 3C: Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures

- Topic 4A: Resize a Picture
- Topic 4B: Adjust the Picture Appearance Settings
- Topic 4C: Wrap Text Around a Picture
- Topic 4D: Insert and Format Screenshots in a Document



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Lesson 5: Creating Customized Graphic Elements

- Topic 5A:** Create Text Boxes and Pull Quotes
- Topic 5B:** Draw Shapes
- Topic 5C:** Add WordArt and Other Special Effects to Text
- Topic 5D:** Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts

- Topic 6A:** Insert Building Blocks
- Topic 6B:** Create Building Blocks
- Topic 6C:** Modify Building Blocks
- Topic 6D:** Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow

- Topic 7A:** Control Paragraph Flow
- Topic 7B:** Insert Section Breaks
- Topic 7C:** Insert Columns
- Topic 7D:** Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

- Topic 8A:** Create a Document Based on a Template
- Topic 8B:** Create a Template

Lesson 9: Automating the Mail Merge

- Topic 9A:** Use the Mail Merge Feature
- Topic 9B:** Merge Envelopes and Labels
- Topic 9C:** Create a Data Source Using Word

Lesson 10: Using Macros to Automate Tasks

- Topic 10A:** Automate Tasks Using Macros
- Topic 10B:** Create a Macro

Microsoft® Office Word 2010: Level 3

Course Specifications

Course number: 084584
Course length: 1.0 day(s)

Course Description

Course Objective: You will create, manage, revise, and distribute documents.

Target Student: This course is designed for persons who want to gain skills necessary to manage lengthy documents, collaborate with others, and secure documents.

Prerequisites: Students should be able to use Microsoft® Office Word 2010 to create, edit, format, save, and print business documents that contain text, tables, and graphics. Students should also be able to use a web browser and an email program. In order to understand how Word interacts with other applications in the Microsoft Office System, students should have a basic understanding of how worksheets and presentations work. To ensure your success, you need to first take the following Element K courses or have equivalent knowledge:

- Microsoft® Office Word 2010: Level 1
- Microsoft® Office Word 2010: Level 2

Course Objectives

Upon successful completion of this course, students will be able to:

- use Word with other programs.
- collaborate on documents.
- manage document versions.
- add reference marks and notes.
- simplify the use of long documents.
- secure a document.
- create forms.

Course Content

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

- Topic 1A: Link a Word Document to an Excel Worksheet
- Topic 1B: Send a Document Outline to Microsoft® Office PowerPoint®
- Topic 1C: Send a Document as an Email Message

Lesson 2: Collaborating on Documents

- Topic 2A: Modify User Information
- Topic 2B: Send a Document for Review
- Topic 2C: Review a Document
- Topic 2D: Compare Document Changes
- Topic 2E: Merge Document Changes
- Topic 2F: Review Track Changes and Comments
- Topic 2G: Coauthor a Document

Lesson 3: Managing Document Versions

- Topic 3A: Create a New Document Version
- Topic 3B: Compare Document Versions
- Topic 3C: Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

- Topic 4A: Insert Bookmarks
- Topic 4B: Insert Footnotes and Endnotes
- Topic 4C: Add Captions
- Topic 4D: Add Hyperlinks
- Topic 4E: Add Cross-References
- Topic 4F: Add Citations and a Bibliography

Lesson 5: Simplifying the Use of Long Documents

- Topic 5A: Insert Blank and Cover Pages
- Topic 5B: Insert an Index
- Topic 5C: Insert a Table of Figures
- Topic 5D: Insert a Table of Authorities
- Topic 5E: Insert a Table of Contents
- Topic 5F: Create a Master Document



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Lesson 6: Securing a Document

- Topic 6A:** Hide Text
- Topic 6B:** Remove Personal Information from a Document
- Topic 6C:** Set Formatting and Editing Restrictions
- Topic 6D:** Add a Digital Signature to a Document
- Topic 6E:** Set a Password for a Document
- Topic 6F:** Restrict Document Access

Lesson 7: Creating Forms

- Topic 7A:** Add Form Fields to a Document
- Topic 7B:** Protect a Form
- Topic 7C:** Automate a Form

Appendix A: Office Word Mobile 2010