

Microsoft Word : 2010 Standard

1 Getting started

Aims of this session

To introduce you to Word, and get to know the layout of the screen. Also to enable you to navigate to existing documents, edit them and save them. It will also introduce some features which are common to all Office applications.

On completing this session you will be able to

- Understand the Office 2007 interface
- Create a basic document, insert, copy, move and delete text
- Open an existing document and make amendments
- Search and replace text
- Save your document to different file formats
- Use the help facility

2 Formatting and Tables

Aims of this session

To develop an understanding of the formatting options available and enable you to create tables and format cells, rows, columns or tables.

On completing this session you will be able to

- Select text by highlighting it
- Change how the text looks by changing font, size, style and colour
- Use alignment and adjust line spacing
- Use lists and indentations
- Create and format tables
- Sort table data

3 Finishing and Printing

Aims of this session

To develop an understanding of the use of styles and enable you to use sections, headers and footers to create a professional looking document. Also to understand the print options.

On completing this session you will be able to

- Apply styles and use them effectively
- Insert header and footer information (text which prints at the top and bottom of every page), including page numbers
- Change page orientation and size
- Preview a document
- Use print options

4 Pictures, Images and Importing

Aims of this session

To enable you to enhance documents with graphics, to understand drawing tools provided and to be able to insert and manipulate images.

On completing this session you will be able to

- Add images from a file to a document
- Move and resize images in a document
- Create and format graphics in a document using autoshapes
- Insert spreadsheets and charts in to a document

5 Mail merge

Aims of this session

To allow you to set up mailing lists and to merge them with pre-prepared documents e.g. to send the same letter to the people on your list.

On completing this session you will be able to

- Create a file for use as a mailing list
- Merge the list with a letter
- Merge the list with address labels