

AVP Training

Computer Software Training & Consulting

Word 2010 Introduction (Level 1)

General Description

Acquire the skills to produce documents such as letters, memos and basic reports

Learning Outcomes

Navigate the ribbon, access backstage view and customise the quick access toolbar

Create, spell check, save and print a new document

Access and use the Help window

Open and navigate an existing document

Select text, perform basic text editing and conduct find and replace operations

Cut, copy and paste text and use the Clipboard task pane

Modify text formatting such as fonts and font attributes using the ribbon and format painter

Change text alignment, paragraph spacing and create bulleted and numbered lists

Alter page layout settings including margins, orientation, page breaks and page numbering

Create, edit and format tables

Print preview and print documents

Duration

One day (Half day customised (selected topics) option available)

Prerequisite

Basic understanding of Microsoft Windows

Course Topics Word 2010 Introduction (Level 1)	Word 2010 Orientation
	Creating a New Document
	Getting Help
	Working with an Existing Document
	Editing Text
	Cutting and Copying
	Font Formatting
	Paragraph Formatting
	Changing Page Layout
	Creating Tables
	Printing Documents

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