



REAL WORLD
TECHNOLOGY TRAINING & SOLUTIONS
"Training You Can Really Use"

Microsoft® Office Word 2010: Level 1

Duration: 1 Day

Method: Instructor-Led Training (ILT) | Live Online Training

Certification: Microsoft® Office Specialist (MOS): Microsoft® Office Word 2010 — **Exam:** 77–881

Course Description

Microsoft® Word 2010 is designed to help you move smoothly through the task of creating professional-looking documents. Its rich features and powerful tools can make your work easy, and even fun. In this course, you'll learn how to use Word 2010 to create and edit simple documents; format documents; add tables and lists; add design elements and layout options; and proof documents. You can also use this course to prepare for the Microsoft Office Specialist (MOS) Certification exams for Microsoft Word 2010.

Target Audience

This course is intended 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.

Prerequisites

To attend this course, candidates must have:

- Familiarity with using personal computers and you should have used the mouse and keyboard.
- Experience in the windows® environment and be able to use windows® to manage information on the computer.
- The ability to launch and close programs; navigate to information stored on the computer; and manage files and folders.



Exam Details

Exam Code:	• 77-881
Length of Exam:	• 90 Minutes
Number of Questions:	• 40-60
Passing Score:	• 70%
Question Format:	• Multiple Choice and Multi-Response

Course Objectives

Upon successful completion of this course, attendees 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 Topics

Module 1: Getting Started with Word 2010

- Identify the Components of the Word Interface
- Customize the Word Interface
- Display a Document in Different Views
- Enter Text in a Document
- Save a Document

Module 2: Editing Text in a Word Document

- Select Text
- Modify Text
- Find and Replace Text



Course Topics *Continued*

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

- Apply Character Formatting
- Align Text Using Tabs
- Display Text as List Items
- Modify the Layout of a Paragraph
- Apply Styles
- Manage Formatting
- Apply Borders and Shading

Module 4: Inserting Special Characters and Graphical Objects

- Insert Symbols and Special Characters
- Add Illustrations to a Document

Module 5: Organizing Data in Tables

- Insert a Table
- Modify a Table
- Format a Table
- Convert Text to a Table

Module 6: Proofing a Word Document

- Check Spelling and Grammar
- Use the Thesaurus

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

- Apply a Page Border and Colour
- Add a Watermark
- Add Headers and Footers

Module 8: Printing Word Documents

- Control Page Layout
- Preview and Print a Document

Appendix A: Microsoft® Office Word 2010

Appendix B: Microsoft® Office Word Expert 2010

ACTIVITIES INCLUDED