



Upgrading to Microsoft Word 2010

One-Day Course

Windows

Course Overview:

This course is designed for experienced Word 2003 users with knowledge of Word at the Intermediate level or higher. This course will introduce you to the new and improved features in Word 2010 to quickly bring you up to speed on this new version.

Course Content:

- Explore the new Word 2010 interface.
- Compare the location of the Word 2003 commands to those in Word 2010.
- Customize the Quick Access Toolbar.
- Use contextual menus and tabs.
- Use the Backstage view.
- Understand the Word 2010 file format.
- Use the Live Preview feature.
- Work in all the Word views.
- Use the Zoom slider to get a close up view of your file or zoom out to see more of the page at a reduced size.
- Work with the Word views.
- Use the Dialog Box launcher to see all traditional or Office 2003 style dialog boxes.
- Use the predefined themes, colour sets, font sets and effects to create a consistent and unified design within your document and across other Office applications.
- Use the Mini-toolbar to format your document.
- Use quick styles or create your own styles to quickly and easily format your document.
- Use the improved Document Map View to navigate and change your document.
- Use the predefined Building Blocks or create your own building block to speed up the typing of repetitive text.
- Create tables and use the predefined table styles.
- Customize Word 2010 using the Word Options command.
- Customize the ribbon and the Quick Access Toolbar to better match your work style.