

Microsoft Word 2010 Beginner

ABOUT THIS COURSE

Microsoft Word is the most popular word processing Software. This is a Beginner course of Microsoft Word 2010 covering the topics Starting of Word, Saving, Spelling and Grammar, Printing, Indents and Tabs, Lists, Break etc. This Microsoft word tutorial will be a right start for a beginner for entering data into word and know the basic functions of Microsoft Word. This course allows you to create all different types of documents.

WHAT AM I GOING TO GET FROM THIS COURSE

After learning Microsoft Word 2010 Beginner Course, you will understand and do Getting started with Word, Text Basics, Saving, Page Layout, Spelling and Grammar, Printing, Indent and Tabs, Line and Paragraph Spacing, Lists, Breaks and Columns..

TARGET AUDIENCE

If you are new to word processing, then you can learn Microsoft Word 2010 Beginner. Everyone Who likes to Improve their Skills and more Productive at Work can choose this course and who wants to Learn Interesting tips & tricks can choose this course..

COURSE CURRICULUM

SecSection 1: Getting Started with Word

Lesson Objectives

Introduction

The Ribbon

Backstage view

The Quick Access toolbar and Ruler

Creating and opening documents

Compatibility mode

Convert a document

Exam

Section 2: Text Basics

Lesson Objectives

Introduction

Insert, Delete and Select Text

Format Font Size, Style and Color

Use the Bold, Italic, and Underline commands

Other font commands

To change text alignment

Text boxes

Moving Text

Exam

Section 3: Saving

Lesson Objectives

Introduction

To use the Save As and Save command

Auto Recover

Other file formats

Exam

Section 4: Modifying Page Layout

Lesson Objectives

Introduction

To change Page Orientation and Page Size

To Set Page Margins and Open Page Setup Dialogue Box

Exam

Section 5: Checking Spelling and Grammar

Lesson Objectives

Introduction

Run a spelling and grammar check

Ignoring "errors"

Automatic spelling and grammar checking

To hide spelling and grammar errors in a document

Exam

Section 6: Printing

Lesson Objectives

Introduction

Print

Quick Print

Exam

Section 7: Indents and Tabs

Lesson Objectives

Introduction

Indenting text

Tabs

Exam

Section 8: Line and Paragraph Spacing

Lesson Objectives

Introduction

Line Spacing

Paragraph spacing

Exam

Section 9: Working with Lists

Lesson Objectives

Introduction

Create a list

Bullet options

Multilevel lists

Exam

Section 10: Adding Breaks

Lesson Objectives

Introduction

Insert a Break

To Delete a Break

Exam

Section 11: Working with Columns

Lesson Objectives

Introduction

Add columns to a document

Adding column breaks