

## Microsoft Word 2010 Level 2



**Length:** 1 Day  
**Technology:** MS Word 2010  
**Delivery Method:** Instructor-led (classroom)

### About this Course

This one-day instructor-led course provides students with an overview of the features and functions of Microsoft Word 2010.

### Audience Profile

This course is intended for information workers who want to learn intermediate-level Word 2010 skills.

### At Course Completion

**After completing this course, students will be able to:**

- ✓ Create diagrams.
- ✓ Modify diagrams.
- ✓ Create picture diagrams.
- ✓ Insert charts.
- ✓ Modify charts.
- ✓ Use existing data in charts.
- ✓ Add watermarks.
- ✓ Insert symbols and equations.
- ✓ Draw and modify shapes.
- ✓ Insert screen clippings.
- ✓ Reorganize document outlines.

- ✓ Arrange objects on the page.
- ✓ Use tables to control page layout.
- ✓ Save files in different formats.
- ✓ Create and modify Web documents.
- ✓ Create and publish blog posts.

### Course Details

- ✓ **Module 1: Insert and Modify Diagrams**

This module explains how to create and modify diagrams, and how to use pictures in diagrams.

- ✓ **Module 2: Insert and Modify Charts**

This module explains how to create and modify a chart, and use information from an existing Excel file in the chart.

- ✓ **Module 3: Use Other Visual Elements**

This module explains how to create text and picture watermarks, insert symbols and equations, draw and modify shapes, and insert a screen clip from Web site.

- ✓ **Module 4: Organize and Arrange Content**

This module explains how to structure documents by reorganizing an outline, change the relationship of elements on the page, and use a table to control page layout.

- ✓ **Module 5: Create Documents for Use Outside of Word**

This module explains how to save files in different formats, work with Web documents, and publish blog posts.

### Prerequisites

**Before attending this course, students must have:**

- ✓ Basic computer knowledge.
- ✓ Basic file-management skills.
- ✓ Basic knowledge of the Word 2010 user interface and document creation