Microsoft Office Word 2010: Transition from Word 2003

Course Summary

Description

In this course, students will identify and use the new and enhanced features in Microsoft Office Word 2010.

Objectives

At the end of this course, students will be able to:

- Identify the components of the Word 2010 environment.
- Add images, styles, and themes to documents.
- Use the advanced features to add building blocks, equations, citations, and bibliography to a document.
- Finalize documents.
- Work with Office Web Apps to save and access documents from the web.

Topics

- Identifying the Components of the Word 2010 Environment
- Adding Images, Styles, and Themes
- Using Advanced Features
- Finalizing Documents
- Working with Office Web Apps

Audience

This course is designed for experienced Word users who have used earlier versions of Microsoft Office Word, ideally Microsoft Office Word 2003, and who are planning to upgrade to Microsoft Office Word 2010.

Prerequisites

Students enrolling in this course should understand how to use some versions of Word, preferably 2003, and have some familiarity with the Internet. Due to the nature of this course and the minimal prerequisites, this course covers the commonly used new features, and not the more advanced new features of the application.

Duration

One day

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