



Course Title for Microsoft Office Word 2010

Course Objectives

Microsoft Word Specialist Outcomes	In this module, learners will develop an understanding of how to create, manage, and distribute professional documents for a variety of specialised purposes and situations. Learners will gain the confidence to create many different document types using advanced formatting and layout options as well as greatly improving their productivity in the use of Microsoft Word.
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Topics Covered

Sharing and Maintaining Documents	<ul style="list-style-type: none"> 1.1 — Apply different views to a document 1.2 — Apply protection to a document 1.3 — Manage document versions 1.4 — Share documents 1.5 — Save a Document 1.6 — Apply a template to a document
Formatting Content	<ul style="list-style-type: none"> 2.1 — Apply font and paragraph attributes 2.2 — Navigate and search through a document 2.3 — Apply indentation and tab settings to paragraphs 2.4 — Apply spacing settings to text and paragraphs 2.5 — Create tables 2.6 — Manipulate tables in a document 2.7 — Apply bullets to a document
Applying Page Layout and Reusable Content	<ul style="list-style-type: none"> 3.1 — Apply and manipulate page setup settings 3.2 — Apply themes 3.3 — Construct content in a document by using the Quick Parts tool 3.4 — Create and manipulate page backgrounds 3.5 — Create and modify headers and footers
Including Illustrations and Graphics in a document	<ul style="list-style-type: none"> 4.1 — Insert and format pictures in a document 4.2 — Insert and format shapes, WordArt, and SmartArt 4.3 — Insert and format Clip Art 4.4 — Apply and manipulate text boxes
Proof reading documents	<ul style="list-style-type: none"> 5.1 — Validate content by using spelling and grammar checking options 5.2 — Configure AutoCorrect settings 5.3 — Insert and modify comments in a document

Applying References and Hyperlinks in a document	6.1 — Apply a hyperlink 6.2 — Create Endnotes and Footnotes in a document 6.3 — Create a Table of Contents in a document
Performing Mail Merge Operations	7.1 — Setup mail merge 7.2 — Execute mail merge

Course Duration

The course is delivered in three ways:

Bronze Offering: Online over 6 months

Silver Offering: Blended solution – online access to material with regular workshop sessions with a MOS master tutor to work through solutions to workbook exercises.

Gold Offering: Classroom based course with MOS master tutor in attendance.



Entry Requirements

For Microsoft Office Word Specialist, a good knowledge of the keyboard is essential and a basic/ECDL level knowledge of Word is a definite advantage.



Who is this course for?

Learners who sign up for a Microsoft Office Word core course are people who want to be able to design or create or develop professional looking documents used in business on a daily basis. They will develop the competence and skill level to be able to produce high quality output to tight deadlines. Whether working in a large corporation or a small office, honing the skills of Microsoft Office Word will allow you to learn time-saving techniques and develop high performance skills levels so as to perform work duties much more efficiently.

Costs

The cost of the course varies depending on which offering you choose. Please contact us for pricing.