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Dacorum Communities for Learning

Basic MS Word 2010 (Windows7) in the Workplace

This course is aimed at those who would like to learn the basics of word processing using Microsoft Word 2010 on a computer with the Windows 7 operating system.

To attend this course, you must be able to understand the basics of using a computer, and you must be able to use a mouse and a keyboard.

At the end of the course, learners will be able to:

- Pin Microsoft Word 2010 to the Start Menu and / or Taskbar
- Understand the newly-introduced 'ribbon' interface
- Select text in various ways
- Use delete, undo and redo
- Create and re-format a simple letter
- Create a file hierarchy of folders and save to a specific folder
- Use a Memory Stick safely and make a backup using a Memory Stick
- Edit and reformat documents and change the page set-up
- Alter the printing preferences and print a document
- Use the Change Case, Spell Check and Grammar Check features
- Set, adjust and delete Tabs
- Adjust Margins
- Use cut, copy and paste
- Insert Word Art, Clip Art or other pictures into a document
- Reformat pictures to alter their size, rotation and other attributes
- Use the layout options to change the way text interacts with pictures
- Set up a document to display text in columns
- Change line and paragraph spacing
- Use Headers and Footers and add page numbers
- Create a letterhead template
- Use the Highlight function
- Insert and format shapes
- Add a Border to a page or section of text

You will need to bring a USB stick with you to the course.

You should let us know of any additional support you may require when booking this course.

Tel: 01442 251930 to book

