

Microsoft® Word 2010

Level 2

Courseware 6275-1

Course Description

Microsoft® Word 2010 Level 2 teaches students some intermediate skills that can be combined with basic skills to create more complex documents. Students will look at features such as creating and formatting tables, inserting and modifying pictures or shapes, learn what merging means in relation to mass mailings, and look at different ways of sharing documents with others.

Course Prerequisites

This course is a continuation of the *Microsoft Word 2010 – Level 1* courseware, in which you were introduced to the basic concepts and skills required for creating and manipulating common types of documents, such as letters, memos, or simple reports.

Students who wish to become proficient using the intermediate features of Microsoft Word 2010 will benefit from taking this course.

Course Objectives

This course book is a continuation of the Microsoft Word 2010 Level 1 course. It teaches the skills you will need to successfully understand the basics of Microsoft Word 2010. These skill sets are introduced using a fictional company named Tolano Adventures, a travel service that is a department within Tolano Environmental Consulting. Tolano Adventures offers tours to the public that are friendly to the environment.

After completing this course, you will be able to:

- ✦ Create or draw a table, then manipulate the appearance of the table using formatting or table options
- ✦ Insert, format, or arrange pictures, shapes, text boxes, WordArt, or SmartArt illustrations
- ✦ Use documents to merge information for mass mailings
- ✦ Use QuickParts to assist with frequent-use items such as salutations or inserting and formatting footers
- ✦ Navigate in a document using hyperlinks, bookmarks or a table of contents
- ✦ Use footnotes or endnotes to reference items in a document
- ✦ Manage versions of a shared document
- ✦ Protect your document through passwords or restricting access to change parts of the document

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