

Training Course Information

Course Name: An Introduction to Word 2010

Course Overview: This course is an introduction to Word 2010 and covers its basic features. Learn to navigate your way through the new interface, find where the old features are and learn how to use the new features.

Topics Include:

- Word Interface
- Documents
- Formatting
- Bullets & Numbering
- Images & ClipArt
- Proofing Documents
- Spelling
- Word Count
- Page Orientation
- Printing

Pre-Requisites: Basic computing competency

What's Next? Word 2010 Basics

Note: Each course can be tailored and/or combined with other courses to suit the client's needs.