



Training Course Information

Course Name:	Word 2010 Basics – The Next Step
Course Overview:	This course continues to cover the basic and commonly used features of Microsoft Word 2010.
Topics Include:	<ul style="list-style-type: none">• Document Properties• WordArt• Format Painter• SmartArt• Hyperlinks• Proofing & Editing Documents• Working on Multiple Documents• Reviewing Documents• Customising Word• Mark as Final (read only)
Pre-Requisites:	Word 2010 Basics or equivalent knowledge
What's Next?	Word 2010 Intermediate
Note:	Each course can be tailored and/or combined with other courses to suit the client's needs.