

Microsoft Office Specialist Word 2010

Session 1

Section A: Introduction

- Exploring the New Layout
- Understanding Backstage View
- Understanding Application Layout
- Insert Tab
- Page Layout Tab
- References Tab
- Mailings Tab
- Review Tab
- View Tab
- Hiding the Ribbon
- Status Bar
- Version Comparison

Section B: Navigating Documents

- Show/Hide Paragraph Marks
- Using CTRL+END/HOME
- Word-by-Word Navigation
- Paragraph Navigation
- Page Navigation
- Selecting Text
- Views Defined
- Print Layout/Full Screen Reading Views
- Customizing View Options
- Web Layout and Outline Views
- Contextual Tabs
- Working in Outline View
- Draft View
- Customizing the Status Bar

Section C: Using Backstage

- Document Information
- Document Permissions
- Manage Versions
- Recent, New, and Print Options
- Save & Send Options
- Change File Type on Save
- Compatibility Check
- Using Help
- ALT Keyboard Shortcuts
- File Management
- File Sorting

Section D: Managing Document Design

- Using Built-In Themes
- Customizing Themes
- Saving Themes
- Using Quick Parts

- Creating and Inserting AutoText
- Document Property
- Field Quick Parts
- Building Blocks Organizer

Section E: Preparing Documents for Printing

- Spelling and Grammar Checking
- Adding Words to Dictionary
- Using the Thesaurus
- Proofing Options
- AutoCorrect Options
- Using AutoCorrect
- Readability Statistics
- Using Find
- Replacing Text
- Find Options
- Creating Comments
- Navigating Comments

Section F: Printing

- Print Preview in Backstage
- Print Options
- Help Options
- Office.com Help

Session 2

Section A: Working with Templates

- Built-in Templates
- New from Template
- Creating a Template
- Office.com Templates

Section B: Formatting Text

- Font Formatting Shortcuts
- Mini Formatting Toolbar
- Set Font Defaults
- Format Text Effects
- Working with Text Effects
- Formatting Tools
- Using Format Painter

Section C: Formatting Paragraphs

- Paragraph Formatting Shortcuts
- Paragraph and Page Defaults
- Indentation
- First Line Indents
- Tab Stop Types
- Creating Tab Stops
- Dot Leader
- Justification

- Reset Paragraph Formatting

Section D: Organizing Data

- Tables Defined
- Creating Tables
- Drawing Tables
- Inserting Quick Tables
- Nested Tables
- Adjusting Table Layout
- Converting Text to Tables
- Adjusting Table Alignment
- Inserting Formulas in Tables

Section E: Bulleted and Numbered Lists

- Using Bulleted Lists
- Using Numbered Lists
- Multilevel Lists

Section F: Manipulating Page Layout

- Using Sections
- Inserting a Cover Page
- Inserting a Blank Page
- Inserting Breaks
- Column Breaks
- Inserting Column Breaks
- Column Width
- Page Size

Section G: Manipulating Page Backgrounds

- Page Color
- Page Borders
- Watermarks
- Customized Watermark
- Manipulating Background Colors

Section H: Headers and Footers

- Inserting and Removing Headers
- Inserting Footers
- Navigating Headers and Footers
- Header and Footer Options

Session 3

Section A: Working with Visual Content

- Inserting Pictures
- Formatting Pictures
- Cropping Images
- Inserting Clip Art
- Image Text Wrapping
- Adjust Wrapping

- Working with Quick Styles

Section B: Shapes, SmartArt, and Charts

- Inserting Shapes
- Shape Styles
- Shadow Effects
- 3-D Effects
- Adding Text to Shapes
- Inserting SmartArt
- Customizing SmartArt
- SmartArt Tools
- Inserting Charts
- Chart Quick Layout
- Inserting Screenshots
- Inserting Text Boxes
- Customizing Text Boxes
- Selection Pane
- Saving Text Boxes

Section C: Customizing Document Styles

- Applying Styles
- Creating and Saving Styles
- Table of Contents
- Hyperlinks
- Links within a Document
- E-mail Links

Section D: Citing References

- Adding Captions
- Table of Figures
- Inserting Footnotes
- Bibliography Style
- Inserting a Bibliography
- Creating an Index
- Table of Authorities

Section E: Mail Merge

- Mail Merge Process
- Step by Step Wizard
- Add or Filter Recipients
- Writing Your Letter
- Completing the Merge

Section F: Document Collaboration

- Track Changes
- Send for Review
- Compare Documents
- Document Protection
- AutoSave Options
- Managing Versions