

# MASTERING MICROSOFT WORD 2010



## Introduction

If you work in an office, chances are you use Microsoft Word frequently. In fact you may spend a whole day working on formatting the documents. Discover how Word 2010 makes it easier to collaborate and to navigate through long documents, and help you to increase your productivity by mastering the tips and tricks to reduce the amount of time you take to complete a task.

## Course Objectives

- Exploring ways to collaborate documents, and tools that help you to create your documents with ease and like a pro.
- Staff completing task given with ease and efficient, thus boosting their work productivity.
- Learning the tips and shortcuts.

## Venue

In-House Training

## Learning Methodology

- Instructor-led Training
- Group Discussion
- Hands-On
- Exercises

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# Microsoft Word 2010 - Foundation

## Who Should Attend

Individuals who are new to Microsoft Word or have limited word processing experience.

## Duration

1 day (9:00am to 5:00pm)

## Pre-requisite before Attending the Class

Individuals should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA

# Course Outline

## 1: Creating and Editing Documents

- Starting Documents
- Starting Word
- Identifying Components of the Word Screen
- The Word 2010 Ribbon
- Creating and Opening Documents
- Moving the Insertion / Cursor Point
- Building and Editing Documents
- Selecting Text
- Replacing and Deleting Blocks of Text
- Moving and Copying Text
- Modifying Page Breaks
- Finishing Documents
- Previewing Documents
- Printing Documents
- Closing Documents

## 2: Formatting Text and Printing a Document

- Enhancing Text
- Applying Text Formatting Effects
- Removing Text Formatting
- Information Rights Management
- Using Undo and Redo
- Using the Repeat Command to Apply Formatting
- Viewing and Copying Formatting
- Using Format Painter
- Using Bullets and Numbers
- Applying Bullets and Numbers as You Type

## 3: Formatting Documents

- Formatting Paragraphs
- Changing Line or Paragraph Spacing
- The Ruler
- Indenting Paragraphs
- Setting Tabs Using the Tabs Dialog Box
- Setting Tabs Using the Ruler
- Formatting Pages and Sections
- Setting Margins
- Inserting Page Numbers
- Inserting and Deleting Section Breaks
- Using the Go To Command
- Applying Page Setup Formatting to Sections
- Changing a Section's Page Numbering

## 4: Using Advanced Page Setup Techniques

- Using Headers and Footers
- Creating Alternating Headers or Footers
- Creating Section Headers or Footers
- Using Styles and Templates
- Managing the Quick Style Gallery
- Templates
- Using Templates to Create Documents
- Generating Envelopes and Labels
- Creating Labels

# Microsoft Word 2010 – Intermediate

## Who Should Attend

Individuals who have attended the Foundation level or self-taught Microsoft Word Users who want to explore more features like using advanced editing tools and utilizing the search and replace tools in Words.

## Duration

2 days (9:00am to 5:00pm)

## Pre-requisite before Attending the Class

Individuals should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA

# Course Outline

## 1: Reviewing Documents

- Correcting Documents
- Performing a Spelling and Grammar Check
- Using the Thesaurus
- Using Autocorrect Options
- Setting and Deleting AutoCorrect Exceptions
- Hyphenating Documents
- Inserting Special Hphens
- Using Quick Part Building Blocks
- Creating a Quick Part
- Inserting a Quick Part
- Deleting Quick Part Entries
- Creating Outlines
- Typing Outline Lists
- Assigning and Removing Paragraph Outline Levels
- Using the Navigation Pane
- File Search – To Find a File
- Insert a Comment
- Insert a Picture from a File

## 2: Drawing in Word

- Creating Drawing Objects
- Creating Lines and Shapes
- Creating Text Boxes
- Enhancing Drawing Objects
- Applying Line Effects
- Applying and Modifying 3-D Effects
- Manipulating Drawing Objects
- Sizing and Rotating Drawing Objects
- Grouping and Ungrouping Drawing Objects
- Placing Drawings within Document Text

## 3: Using Tables

- Creating Tables
- Typing Text into Tables
- Editing and Formatting Text in Cells
- Modifying Table Structures
- Adjusting Row Height in a Table
- Inserting, Deleting, and Moving Table Columns
- Inserting, Deleting, and Moving Table Rows
- Enhancing Tables
- Merging Cells
- Adding Table Borders
- Table Design Styles and Applying Shading to a Table
- Aligning Tables
- Rotating Text in Tables
- Convert Text to a Table of Vice Versa
- Auto Fit in the Table

## 4: Working with Columns

- Creating and Editing Newspaper Columns
- Selecting and Editing Column Text
- Formatting Newspaper Columns
- Forcing a New Column
- Setting Text Flow Options
- Inserting Nonbreaking Spaces
- Change Case
- Change a Background
- Drop Cap

# Microsoft Word 2010 – Advanced

## Who Should Attend

Individuals who have attended the essential levels or self-taught Microsoft Word users who want to explore more advanced features in Word like using advanced document enhancements, techniques and skills.

## Duration

2 days (9:00am to 5:00pm)

## Pre-requisite before Attending the Class

Individuals should have an understanding of any of the following operating systems: Windows 98/NT/2000/ME/XP/VISTA/Win7/Win8

# Course Outline

## 1: Sorting and Merging Text and Data

- Sorting
- Merging
- Protect Document

## 2: Working With Formulas, Worksheets, and Charts

- Calculating in Tables
- Using Formulas
- Using Worksheets
- Creating and Modifying Worksheets
- Embedding Existing Excel Worksheets
- Working with Charts
- Importing and Copying Data into a Datasheet

## 3: Introduction to Macros

- Recording and Running Macros
- Managing Macros
- Deleting Macros

## 4: Enhancing Documents

- Working with Graphics
- Modifying Graphics
- Positioning and Deleting Graphics
- Using Advanced Enhancement Techniques
- Inserting Special Characters
- Inserting Watermarks
- Formatting First Pages

## 5: Reviewing Documents

- About Saving Versions of a Document
- Document Compare
- Tracking Changes
- Shared Workspace
- WordArt

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## What You Can Expect From Our Course

**Qualified Trainer:** Our trainer is a Microsoft Office 2010 Master Specialist and well-sought after Microsoft Certified Trainer with more than 15 years of experience. He has conducted hundreds of Microsoft Office application classes with leading companies in the region, and gets excellent ratings for all his classes.

**Small Class Sizes:** We limit the number of participants to 15 pax per session. This means that participants will become more productive immediately after the training session.

**Solutions:** Real answers and solutions to your issues, not off the shelf training.

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