



*Are you a pencil pusher trapped in a computer?  
We can help?*

**M J H COMPUTER TRAINING**

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# Microsoft® Office Word 2010: Level 1

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## Course Content

### Lesson 1: Creating a Basic Word Document

**Topic 1A:** Identify the Elements of the User Interface

**Topic 1B:** Customize the Word Environment

**Topic 1C:** Enter Text in a Document

**Topic 1D:** Save a Document

**Topic 1E:** Open a Document in Different View Modes

**Topic 1F:** Print a Document

**Topic 1G:** Obtain Help in Word

### Lesson 2: Editing a Word Document

**Topic 2A:** Navigate Through a Document and Select Text

**Topic 2B:** Modify Text

**Topic 2C:** Undo Text Changes

**Topic 2D:** Find and Replace Text

### Lesson 3: Formatting Text in a Word Document

**Topic 3A:** Change Font Styles

**Topic 3B:** Highlight Text in a Document

### Lesson 4: Formatting Paragraphs in a Word Document

**Topic 4A:** Set Tabs to Align Text

**Topic 4B:** Modify the Layout of a Paragraph

**Topic 4C:** Create Lists

**Topic 4D:** Apply Borders and Shading

**Topic 4E:** Apply Styles

**Topic 4F:** Manage Formatting

### Lesson 5: Inserting Tables in a Word Document

**Topic 5A:** Create a Table

**Topic 5B:** Modify a Table

**Topic 5C:** Format a Table

**Topic 5D:** Convert Text to a Table

### Lesson 6: Inserting Special Characters and Graphical Objects

**Topic 6A:** Insert Symbols and Special Characters

**Topic 6B:** Insert Illustrations in a Document

### Lesson 7: Controlling the Appearance of the Pages in a Word Document

**Topic 7A:** Control the Layout of a Page

**Topic 7B:** Apply a Page Border and Color

**Topic 7C:** Add Watermarks

**Topic 7D:** Add Headers and Footers