



Objectives

Learn how to use Microsoft Word 2010 to create, edit, format, and print documents. Gain familiarity with the best practices for word processing, explore the Ribbons, and learn numerous timesaving tips. Customize the Word screen, discover new features, and experience hands-on instruction

Prerequisites

Students are required to have basic computer knowledge for taking up this course. Ability to handle Windows operating system is a must.

Course Content

- **Text Basics:** Typing the text, Alignment of text , Editing Text: Cut, Copy, Paste, Select All, Clear, Find & Replace
- **Saving Documents :** New, Open, Close, Save, Save As ,Formatting Text: Font Size, Font Style, Font Color, Use the Bold, Italic, and Underline, Change the Text Case
- **Printing:** Page Setup, Setting margins Print Preview, Print, working with Tabs and Intends
- **Working with Objects:** Shapes, Clipart and Picture, Word Art, Columns and Orderings - To Add Columns to a Document, To Change the Order of Objects, Page Number, Date & Time
- **Header & Footers:** Inserting custom Header and Footer, Add section break to a document
- **Working with bullets and numbered lists:** Multilevel numbering and Bulleting
- **Tables:** Working with Tables, Table Formatting, Table Styles
- **Styles and Content:** Using Build- in Styles, Modifying Styles, Creating Styles, Creating a list style ,Table of contents and references, Adding internal references, Adding a Footnote

Course Duration

Full-Time: 2 days/ 10 Hours (9:00 am - 5:00 pm)

Award : Certificate from USM (Universiti Sains Malaysia)

