



## Enhanced Network Solutions Group

Systems Integration • Learning Solutions • CIO Consulting  
Managed Outsourcing • Healthcare Solutions • Security Solutions

7224 Engle Road - Fort Wayne, IN 46804 - Phone: (260) 432-1364 - Fax: (260) 432.3168

# Word 2010: Intermediate, First Look Edition

MS-WD-110-AX Rev 07.10

## 1 day

### Description

This ILT Series course builds on the skills and concepts taught in Word 2010: Basic, First Look Edition. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

### Prerequisites

- *Windows XP: Basic, Windows Vista: Basic, or Windows 7: Basic*
- *Word 2010: Basic*

### Course Outline

#### **Unit 1: Styles and outlines**

Topic A: Examining formatting  
Topic B: Creating styles  
Topic C: Modifying styles  
Topic D: Working with outlines

#### **Unit 2: Sections and columns**

Topic A: Creating and formatting sections  
Topic B: Working with columns

#### **Unit 3: Formatting tables**

Topic A: Table formatting basics  
Topic B: Borders and shading  
Topic C: Table data  
Topic D: Table styles

#### **Unit 4: Printing labels and envelopes**

Topic A: Labels  
Topic B: Envelopes

#### **Unit 5: Templates and building blocks**

Topic A: Template basics  
Topic B: Building blocks  
Topic C: Document properties

#### **Unit 6: Graphics**

Topic A: Creating diagrams  
Topic B: Using the Drawing tools  
Topic C: Formatting text graphically

#### **Unit 7: Managing document revisions**

Topic A: Tracking changes  
Topic B: Working with comments

#### **Unit 8: Web features**

Topic A: Web pages  
Topic B: Hyperlinks



Advanced Infrastructure Solutions  
Information Worker Solutions  
Learning Solutions  
Unified Communication Solutions



Visit us online at [www.ensi.com](http://www.ensi.com)