



Enhanced Network Solutions Group

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Microsoft Office Word 2010: Transitioning from Microsoft Office Word 2003 (First Look)

MS-WD-TRN-EK Rev 03.10

½ day

Description

This course is designed for experienced Word users who have worked with earlier versions of Microsoft Office Word, ideally Microsoft Office Word 2003, and who are planning to upgrade to Microsoft Office Word 2010.

Prerequisites

- *Windows XP: Basic or Windows Vista: Basic*
- *Prior knowledge (intermediate level minimum) of Microsoft Office Word 2003 or Word XP*

Course Outline

Lesson 1: Identifying the Components of the Word 2010 Environment

Topic 1A: Identify the New Interface Features
Topic 1B: Work with the Ribbon
Topic 1C: Use Options on Contextual Tabs
Topic 1D: Use the Galleries
Topic 1E: Customize the Interface

Lesson 2: Adding Images, Styles, and Themes

Topic 2A: Apply Styles
Topic 2B: Apply Document Themes
Topic 2C: Add Visual Effects
Topic 2D: Work with Images

Lesson 3: Using Advanced Features

Topic 3A: Add Building Blocks
Topic 3B: Build Equations
Topic 3C: Use the Navigation Pane
Topic 3D: Add Citations and Bibliographies

Lesson 4: Finalizing Documents

Topic 4A: Compare Reviewed Documents
Topic 4B: Inspect Documents
Topic 4C: Perform a Compatibility Check

Lesson 5: Working with Office Web Apps

Topic 5A: Save Documents to the Web
Topic 5B: Access Documents from the Web

Appendix A: New Features in Microsoft® Office Word 2010

Appendix B: Secure a Document

Appendix C: Ink Formatting in Tablet PCs

Appendix D: Mobile Features



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