

Microsoft® Office Word® 2010: New Features

Course Description: This course is designed for experienced Word users who have used earlier versions of Microsoft Office Word, ideally Microsoft Office Word 2003, and who are planning to upgrade to Microsoft Office Word 2010. During this course, students will identify and use the new and enhanced features in Microsoft® Office Word 2010.

Course Objective: Upon successful completion of this course, students will be able to:

- identify the components of the Word 2010 environment.
- add images, styles, and themes to documents.
- use the advanced features to add building blocks, equations, citations, and bibliography to a document.
- finalize documents.
- work with Office Web Apps to save and access documents from the web.

Prerequisites: Students enrolling in this course should understand how to use some versions of Word, preferably 2003, and have some familiarity with the Internet. Due to the nature of this course and the minimal prerequisites, this course covers the commonly used new features, and not the more advanced new features of the application.

Course Content

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