



Training Solutions, Inc.

Microsoft Word 2010 Mini-Series: The Basics Course Outline

Section 1 - Word Processing

Basics

- Word 2010 Interface
- Saving and organizing files
- Navigating documents
- Closing files
- Opening files
- Spelling and Grammar
- View buttons
- Using Help
- Exiting Word

Section 2 - Working with Files

- Save As command
- Selecting text
- Inserting and Deleting text
- Creating new documents
- Switching between open documents
- Using Zoom
- Managing files
- Previewing documents
- Printing a document

Section 3 - Cut, Copy and Paste

- Using the Office Clipboard
- Cut and Paste
- Paste options
- Copy and Paste
- Drag-and-drop to cut and paste
- Clipboard Task Pane
- Navigation Pane

Section 4 - Proofing Documents

- Commands on the Review tab
- Using Spell check
- Using the Thesaurus