Word 2010 – Fundamentals (Level 2 of 4)

Instructor

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Duration

2.5 hours (An additional 30 minutes if needed for questions)

Overview

Word 2010 Fundamentals —the second in a series of four—is designed for individuals who have used Microsoft Word with basic functionality. We begin with an overview of the Word environment, setup and navigation, then move on to setting up our default assets and options as we would like to view them. Text and paragraph formatting will be covered in detail. Tables—a powerful tool in Word—will be introduced. Also included in the session is information regarding how to set up your application for increased productivity.

Who should attend

This course is designed to cover the primary functions that make up the foundation of Word. These elements are required for anyone who plans to learn more about this powerful application. A strong, working knowledge of these functions is essential in order to progress into more intricate document design.

Prerequisites

A general knowledge of the Windows environment and some familiarity with the Word environment would be beneficial.

Topics to be covered

- Quick review of –
  - Word Environment and navigation
  - Formatting text
  - Page Layout
  - Basic editing techniques
- Headers/Footers
- Formatting paragraphs
- Styles
- Lists
- Tables
- Inserting pictures
- Printing tips
- Setting Word Options
- Helpful shortcuts
- Best practices

The workshop is comprised of three primary elements:

1. PowerPoint presentation/lecture followed by demonstration of each task to be performed
2. Hands-on exercises designed to let the user execute the demonstrated tasks
3. Question session beginning with an audience response system (iClickers) where participants enter answers anonymously to a series of questions. If the response to a question indicates a less-than-optimal number of correct answers, the topic is reviewed again—this time with student participation.