Microsoft Word 2010
A Series of Four Hands-on Workshops

Word 2010 – From the Beginning (Level 1 of 4)

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

Overview
Word 2010 From the Beginning — the first in a series of four — is designed for individuals who are new to Microsoft Word, or who have limited experience with word processing applications. We begin with entry level functions, and work through in detail the basics of producing a well-designed Word document.

Who should attend
This course is designed for the Word novice. Having a working knowledge of the elements covered in this class is essential before progressing to the next level of expertise. Also, the base skills demonstrated will help to create a foundation for dealing with all Microsoft Office applications.

Prerequisites
This is an entry level class. As such, a working knowledge of the Windows environment and the keyboard is beneficial, but not required.

Topics to be covered
- Word Environment
- Document features
- Creating a new document
- Page layout
- Save Basics
- Ribbons, Tabs, Toolbars
- Document navigation
- Editing a document
- Copy/Move/Delete techniques
- Spell Checking/Thesaurus
- Formatting text
- Helpful shortcuts

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.