

**Course: WORD 2010 FOR WINDOWS**

**Level: Intermediate**

**Duration: 10 hours** (This may vary as you learn at your own pace but there is no extra charge if the time is extended)

**Suitable for:**

Complete beginners or for those who wish to transfer their skills from any other word-processing package.

**Pre-requisites:**

If you are not already familiar with Windows itself and the use of a mouse, it is recommended that you first go through the Microsoft Windows introduction course. Keyboard skills would be an advantage but are not essential.

**Course objectives:**

To teach the essential features of this popular word processing package for work or home use.

**Benefits:**

- ✓ Gain a high level of skill in a short space of time
- ✓ Enhance your career prospects and maximise your efficiency at work
- ✓ Learning is made easy as the training is computer based with hands on exercises and supported by high quality workbooks
- ✓ The workbook is yours to keep thus providing a source of reference after the course has finished
- ✓ Learn at your own pace in your own home

**Syllabus includes:**

- Find and Replace
- Tabs and Special Indents
- Tables
- Formatting Tables
- Convert Text to Table
- Sorting Tables and Text
- Paragraph Pagination
- Working with Sections
- Columns and Hyphenation
- Headers and Footers
- Page Background and Cover Pages
- Drop Caps
- Text Boxes, WordArt and Shapes
- Pictures and Clip Art
- Envelopes and Labels
- About Mail Merge and Data Sources
- Mail Merge

**Suitable follow on courses:**

Word 2010 Advanced courses

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