Word 2010: Basic, MOS Edition

Topic-Level Outline

Days: 1
Prerequisites: *Windows 7: Basic* or equivalent experience

Unit 1: Getting started
- **Topic A:** The Word window
- **Topic B:** New documents
- **Topic C:** Word Help

Unit 2: Navigation and selection techniques
- **Topic A:** Document navigation
- **Topic B:** Selection techniques

Unit 3: Editing text
- **Topic A:** Working with text
- **Topic B:** Using Undo and Redo
- **Topic C:** Cutting, copying, and pasting text

Unit 4: Formatting text
- **Topic A:** Character formatting
- **Topic B:** Tab settings
- **Topic C:** Paragraph formatting
- **Topic D:** Paragraph spacing and indents
- **Topic E:** Automatic formatting

Unit 5: Tables
- **Topic A:** Creating tables
- **Topic B:** Working with table content
- **Topic C:** Changing the table structure

Unit 6: Page layout
- **Topic A:** Headers and footers
- **Topic B:** Margins
- **Topic C:** Page breaks

Unit 7: Proofing and printing documents
- **Topic A:** Checking spelling and grammar
- **Topic B:** Using AutoCorrect

Topic C: Finding and replacing text
Topic D: Printing documents
Topic E: PDF and XPS documents

Unit 8: Graphics
Topic A: Adding graphics and clip art
Topic B: Working with graphics