



## Microsoft Word 2010

Microsoft Word is the most popular application from the Microsoft Office suite 2010, training on Word is vital. Many people find it very frustrating to manage documents, especially the Word documents received from others. In this course you will master the essentials needed to perform Word processing tasks quickly and easily.

You will learn the basics of Microsoft Word 2010 enabling you to create professional looking documents for personal and business use. Adding tables, pictures, drawings and charts will become quick and easy. You will have intermediate proficiency at the end of the course.

- Get Help Using Word
- Enter Text
- Save a New Document
- Preview a Document
- Print a Document
- Editing a Document
- Navigate in a Document
- Insert Text
- Select Text
- Move and Copy Text
- Delete Blocks of Text
- Undo Changes
- Find and Replace Text
- Formatting Text
- Change Font and Size
- Apply Font Styles and Effects
- Change Text Color
- Highlight Text
- Copy Formats
- Clear Formatting
- Find and Replace Text
- Formatting
- Change Paragraph Alignment
- Indent Paragraphs
- Add Borders and Shading
- Change Spacing Between Paragraphs and Lines
- Check Spelling and Grammar
- Print Preview
- Create a Table
- Enter Data in a Table
- AutoFormat a Table
- Insert Symbols and Special Characters
- Insert a Clip Art Picture
- Set Page Orientation
- Change Page Margins



Participants receive a certificate of completion. Tuition tax credit forms are available.

Start Date	Hours	Time	Weeks	Days	Fee
July 9, 2012	15	10:00 am—3:00 pm	1	Monday—Wednesday	\$120
Pre-requisites		Information		Registration	
Windows experience		Call 416-658-3101 x216 Email <a href="mailto:techskills@skillsforchange.org">techskills@skillsforchange.org</a>		In person at 791 St. Clair Avenue West Online at <a href="http://skillsforchange.org">skillsforchange.org</a>	

***We've helped thousands meet their employment goals!***

791 St. Clair Avenue West, Toronto, Ontario  
416.658.3101 ext. 216 or 0  
[skillsforchange.org](http://skillsforchange.org)      [techskills@skillsforchange.org](mailto:techskills@skillsforchange.org)