

Microsoft Office Word 2010 – Migration from 2003

1 day course

Course Code: W104AM

Who should attend? This course is intended for Microsoft Word 2010 users, transitioning from Microsoft Office Word 2003.

Prerequisites Experience with Microsoft Office Word 2003 to an intermediate level.

- Course Objectives Upon completion of the course, participants will be able to accomplish the following:
- Understand the Microsoft Word 2010 user-interface, including its screen components and how to customize the Ribbon, as well as Backstage view commands and features relating to opening, creating, and printing documents, managing language preferences and using the Help feature.
 - Understand and use features and functionality pertaining to file formats, compatibility, publishing PDF and XPS documents, recovering unsaved documents, locating hidden data in documents, as well as how to use the accessibility checker, finalize documents, and use digital signatures.
 - Understand and use features that make it easy to view and format document data by using the Status bar, using Zoom controls, and how to work with document views including the new Full Screen Reading view; how to apply various text, shape, and graphic styles using built-in quick styles and various Style Galleries; how to apply new numbering formats and text effects, as well as add alternate text to tables and insert charts.
 - Understand and use features that will allow you to enhance your documents by inserting screenshots and clippings, editing pictures, and applying special effects.
 - Understand and use features that make it easy to work with document data by using Building Blocks, the Document Comparison feature, the Shared Spelling Checker, and the Mini Translator.
 - Understand and use features that allow you to collaborate by co-authoring Word documents, using the Microsoft Word Web App, and managing documents in Protected View.
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Course Content

User Interface and File Features

Exploring the Microsoft Word 2010 Interface; Understanding Backstage View; Exploring Recent Documents; Creating New Documents; Printing Documents; Managing Language Preferences; Getting Help

Exploring file Management Features

Understanding XML File Management and Compatibility; Publishing PDF and XPS Documents; Recovering Unsaved Documents; Managing Metadata; Inspecting Documents for Personal and Hidden Data; Using the Accessibility Checker; Finalizing Documents; Using Digital Signatures

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Viewing and Formatting Documents

Counting Words Using the Status Bar Working with Zoom Levels;
Working with Document Views; Exploring the Full Screen Reading View;
Understanding Live Preview; Applying and Creating Custom Themes;
Using Quick Styles and Style Galleries; Inserting SmartArt Graphics;
Pasting Data with Live Preview; Applying New Numbering Formats;
Applying Text Effects; Exploring OpenType Support; Adding Alternative
Text to Tables; Creating Charts

Using Capture and Picture Editing Tools

Inserting Screenshots and Clippings; Correcting Pictures; Applying
Artistic Effects; Removing Picture Backgrounds; Cropping Pictures

Managing Text and Documents

Using Building Blocks; Using Improved Document Comparison;
Managing Documents Using Document Maps; Using the Shared Spelling
Checker; Using the Mini Translator

Exploring Collaborative Functionality

Co-Authoring Word Documents; Exploring Microsoft Word Web App;
Exploring Protected View