Word 2010 - Introductory
(1 day workshop)
Course Outline

**Description:**
This workshop is designed for people wanting to develop word-processing skills using Microsoft Word.

Note that Word 2010 has a similar interface to Word 2007.

**Content:**
Topics covered include:
- Entering and editing text,
- Formatting,
- Editing tools,
- Page layout,
- Tables,
- Indenting,
- Form letters,
- Clip Art,
- WordArt and drawing tools
- Managing documents.