**MS Word 2010**  
**Beginners**  
*(1 Day Workshop)*  
**Course Outline**

**Description:**  
An introductory course to Word 2010 for those who have had minimal or no use of the MS Word 2010 word processor. Covers the basics of text entry, formatting, Spell check, find and replace, headers and footers, page breaks, cut/copy and paste, graphic objects and basic tables.  
Note that Word 2007 is similar in functionality to Word 2010.

**Content**

- Enter, edit and format text  
- Use Spell Check, Thesaurus and Help  
- Use Find and Replace  
- Paragraph formatting, including alignment, spacing, indents, bullets and numbering  
- Headers and footers  
- Page breaks and page numbers  
- Cut, copy and paste text and graphics  
- Graphic object size and positioning  
- Use default and user defined tabs  
- Basic tables