

Course Code: VTLOKMWBX

Duration: 2 Days (14 Hours)

SkillsConnect SDF Approved Course

 Eligible for: SkillsFuture Credit
 SDF Grant ▪ PIC Scheme


Course Brief

This 2-day hands-on foundation building course is designed to equip new and inexperienced users with the key features in Microsoft Word 2010 that you would require for most day-to-day work. From the basic of creating a simple letter to a comprehensive document professionally formatted with indentations, page numbers, page headers, page footers and headlines.

This course will teach you the how to layout your contents as well as use graphics in your document that are well aligned with text and column displays for a more professional feel. Learn how to search and navigate through your document easily with Word 2010.

Designed with sufficient hands-on exercises to allow you to practice key lessons taught to help you create documents that are correctly applied and to impress the reader.

Course Outline

EXPLORING WORD 2010

- Working with Different Views
- Introducing Backstage View
- Navigate & Search Heading in a Document
- Activate the Navigation Pane
- Browse by Headings / Thumbnail
- Create and Save a Document
- Open / Close a Document
- Open Recent Documents
- Set Default Fonts
- Change the Page Margin (Preset / Customised)
- Change the Paper Size
- Working with a Template
- Preview & Print a Document

EDIT AND PROOFREAD A DOCUMENT

- Insert, Delete, Copy or Move Text
- Undo and Redo
- Inserting Date and Time
- Find and Replace
- Replace Word Using the Thesaurus
- Check Spelling and Grammar
- Prevent Changes to Final Version of Document
- Translate a Word, Phrase, or Document
- Allowing English Text-To-Speech Playback

FORMATTING THE DOCUMENT

- Format Character & Paragraph Manually
- Apply Visual Effects to Text
- Insert a Text Wrapping Break
- Paragraph Alignment and Line Spacing
- Add Shading and Border
- Indent Paragraph
- Format the First Letter of a Paragraph
- Bullet and Numbering
- Multilevel List
- Set Tab Stops
- Copy Format
- Styles

CHANGING PAGE LAYOUT

- Insert and Delete Cover Page
- Add and Remove a Text Watermark
- Document Background Colour
- Insert a Page or Section Break
- Insert a Header or Footer
- Insert a Custom Header or Footer
- Setting Different First Page Header and Footer
- Setting Different Section Header and Footer
- Remove the Header or Footer
- Change the Page Number

COLUMNS AND TABLES

- Split Text into Columns
- Changing the Column Width
- Table Layout
- Create a Table from a Template or Table Menu
- Use Table Styles
- Add Preset or Custom Table Borders
- Remove Table Borders
- Table Gridlines
- Add or Delete a Cell, Row, or Column
- Merge or Split Cells
- Repeat a Table Heading
- Add / View Alternative Text to a Table
- Control Where a Table is Divided
- Perform Calculation in Table

WORKING WITH GRAPHICS, SYMBOLS AND EQUATION

- Insert, Resize, Rotate and Format a Picture
- Using WordArt to Insert Fancy Text
- Format WordArt
- Position Graphic on the Page
- Insert Symbol and Equation

This Course Is For

Learners with zero to little knowledge of using Microsoft Word 2010

Public Sector - Division 1, 2 & 3
 Private Sector - Applicable to All

Course Fee

S\$320.00 before GST
 S\$342.40 after GST

Related Courses

- MS Word 2010 Advanced

Four Ways to Register

- 1) By e-mail/Fax
 Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System
 For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



A Division of GIL Consultancy Pte Ltd
 Building Foundations for Excellence

1 Coleman Street #07-11 The Adelphi
 Singapore 179803

t : 6423-1183
 f : 6423-1180
 e : info@oakstraining.com
 w : www.oakstraining.com

For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.