



# Computer Consulting And Software Training

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## Microsoft Office Word 2010: Transition ½ Day Course

### Course Content

#### Lesson 1: Identifying the Components of the Word 2010 Environment

**Topic 1A:** Identify the New Interface Features

**Topic 1B:** Work with the Ribbon

**Topic 1C:** Use Options on Contextual Tabs

**Topic 1D:** Use the Galleries

**Topic 1E:** Customize the Interface

#### Lesson 2: Adding Images, Styles, and Themes

**Topic 2A:** Apply Styles

**Topic 2B:** Apply Document Themes

**Topic 2C:** Add Visual Effects

**Topic 2D:** Work with Images

#### Lesson 3: Using Advanced Features

**Topic 3A:** Add Building Blocks

**Topic 3B:** Build Equations

**Topic 3C:** Use the Navigation Pane

**Topic 3D:** Add Citations and Bibliographies

#### Lesson 4: Finalizing Documents

**Topic 4A:** Compare Reviewed Documents

**Topic 4B:** Inspect Documents

**Topic 4C:** Perform a Compatibility Check

#### Lesson 5: Working with Office Web Apps

**Topic 5A:** Save Documents to the Web

**Topic 5B:** Access Documents from the Web