CDU Short Courses

Microsoft Word 2010 – Intermediate

A 1 day course delivered by Charles Darwin University.

COURSE INFORMATION
This course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, tab, lists, merging, section breaks, templates, and working with pictures and illustrations.

This course is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

LEARNING OUTCOMES
Participants who complete this course should be able to:
• work with the Navigation pane
• work with multiple documents
• use a range of formatting techniques to position text and paragraphs
• define and modify lists
• use table features to improve the layout and format of tables
• create and apply styles
• create and work effectively with themes
• create and use templates
• learn how to work with section breaks
• insert headers and footers into a document
• use the Mail Merge Wizard to perform mail merges
• insert and work with pictures in a Word document
• use the new drawing and illustrating tools in Word 2010
• insert and work with WordArt and text effects

COURSE CONTENT
This course covers the following areas:
• Navigation Pane
• Multiple Documents
• Formatting Techniques
• Tabs
• Lists
• Table Features
• Styles
• Themes
• Templates
• Section Breaks
• Headers And Footers
• Mail Merging
• Drawing And Illustrating
• WordArt

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