

Thank you for your interest in taking a computer course through Olympic College Continuing Education! Please see below the topics that may be covered in the class. Please note that some, *or* all, of this information will be covered, depending on the number of questions and the number of breaks that are taken within the 8-hour course. Each instructor works with his/her students to determine what is covered in the course.

Microsoft® Office Word 2010: Level 1

Course Description

Using MS Word 2010, you will learn the basics for creating and revising business documents. Topics covered include creating a document, editing text, formatting text, adding tables, and displaying and printing options.

Prerequisites: Basic computer skills.

Course Objectives

Upon successful completion of this course, students will be able to:

- identify and work with basic Word 2010 tools and features.
- edit text in a Word document.
- modify the appearance of text in a Word document.
- insert special characters and graphical objects.
- organize data in tables.
- proof a Word document.
- control the appearance of pages in a Word document.
- print a Word document.

Course Content

Lesson 1: Getting Started with Word 2010

Topic 1A: Identify the Components of the Word Interface

Topic 1B: Customize the Word Interface

Topic 1C: Display a Document in Different Views

Topic 1D: Enter Text in a Document

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Topic 1E: Save a Document

Lesson 2: Editing Text in a Word Document

Topic 2A: Select Text

Topic 2B: Modify Text

Topic 2C: Find and Replace Text

Lesson 3: Modifying the Appearance of Text in a Word Document

Topic 3A: Apply Character Formatting

Topic 3B: Align Text Using Tabs

Topic 3C: Display Text as List Items

Topic 3D: Modify the Layout of a Paragraph

Topic 3E: Apply Styles

Topic 3F: Manage Formatting

Topic 3G: Apply Borders and Shading

Lesson 4: Inserting Special Characters and Graphical Objects

Topic 4A: Insert Symbols and Special Characters

Topic 4B: Add Illustrations to a Document

Lesson 5: Organizing Data in Tables

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Topic 5A: Insert a Table

Topic 5B: Modify a Table

Topic 5C: Format a Table

Topic 5D: Convert Text to a Table

Lesson 6: Proofing a Word Document

Topic 6A: Check Spelling and Grammar

Topic 6B: Use the Thesaurus

Lesson 7: Controlling the Appearance of Pages in a Word Document

Topic 7A: Apply a Page Border and Color

Topic 7B: Add a Watermark

Topic 7C: Add Headers and Footers

Lesson 8: Printing Word Documents

Topic 8A: Control Page Layout

Topic 8B: Preview and Print a Document

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Microsoft® Office Word 2010: Level 2

Course Description

Using MS Word 2010, students will customize tables. There will be an introduction to styles, graph creation, using autotext, templates, macros, Newsletter columns, and more.

Prerequisites: CNCMP 016 or basic MS Word 2010 skills.

Course Objectives

Upon successful completion of this course, students will be able to:

- manage lists.
- customize tables and charts.
- customize the formatting of a document using styles and themes.
- modify pictures in a document.
- create customized graphic elements.
- insert content using Quick Parts.
- control text flow.
- use templates to automate document creation.
- use the mail merge function.
- use macros to automate common tasks.

Course Content

Lesson 1: Managing Lists

Topic 1A: Sort a List

Topic 1B: Renumber a List

Topic 1C: Customize a List

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Lesson 2: Customizing Tables and Charts

Topic 2A: Sort Table Data

Topic 2B: Control Cell Layout

Topic 2C: Perform Calculations in a Table

Topic 2D: Create Charts

Lesson 3: Creating Customized Formats with Styles and Themes

Topic 3A: Create or Modify a Text Style

Topic 3B: Create a Custom List or Table Style

Topic 3C: Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures

Topic 4A: Resize a Picture

Topic 4B: Adjust the Picture Appearance Settings

Topic 4C: Wrap Text Around a Picture

Topic 4D: Insert and Format Screenshots in a Document

Lesson 5: Creating Customized Graphic Elements

Topic 5A: Create Text Boxes and Pull Quotes

Topic 5B: Draw Shapes

Topic 5C: Add WordArt and Other Special Effects to Text

Topic 5D: Create Complex Illustrations with SmartArt

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Lesson 6: Inserting Content Using Quick Parts

Topic 6A: Insert Building Blocks

Topic 6B: Create Building Blocks

Topic 6C: Modify Building Blocks

Topic 6D: Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow

Topic 7A: Control Paragraph Flow

Topic 7B: Insert Section Breaks

Topic 7C: Insert Columns

Topic 7D: Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

Topic 8A: Create a Document Based on a Template

Topic 8B: Create a Template

Lesson 9: Automating the Mail Merge

Topic 9A: Use the Mail Merge Feature

Topic 9B: Merge Envelopes and Labels

Topic 9C: Create a Data Source Using Word

Lesson 10: Using Macros to Automate Tasks

Topic 10A: Automate Tasks Using Macros

Topic 10B: Create a Macro

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Microsoft® Office Word 2010: Level 3

Course Description

Using MS Word 2010, you will learn the advanced styles, templates, creating forms, using graphic effects, creating a report, document layout, sharing documents, and creating a custom workplace.

Prerequisites: CNCMP 017 or intermediate MS Word 2010 skills.

Course Objectives

Upon successful completion of this course, students will be able to:

- use Word with other programs.
- collaborate on documents.
- manage document versions.
- add reference marks and notes.
- simplify the use of long documents.
- secure a document.
- create forms.

Course Content

Lesson 1: Using Microsoft Office Word 2010 with Other Programs

Topic 1A: Link a Word Document to an Excel Worksheet

Topic 1B: Send a Document Outline to Microsoft® Office PowerPoint®

Topic 1C: Send a Document as an Email Message

Lesson 2: Collaborating on Documents

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Topic 2A: Modify User Information

Topic 2B: Send a Document for Review

Topic 2C: Review a Document

Topic 2D: Compare Document Changes

Topic 2E: Merge Document Changes

Topic 2F: Review Track Changes and Comments

Topic 2G: Coauthor a Document

Lesson 3: Managing Document Versions

Topic 3A: Create a New Document Version

Topic 3B: Compare Document Versions

Topic 3C: Merge Document Versions

Lesson 4: Adding Reference Marks and Notes

Topic 4A: Insert Bookmarks

Topic 4B: Insert Footnotes and Endnotes

Topic 4C: Add Captions

Topic 4D: Add Hyperlinks

Topic 4E: Add Cross-References

Topic 4F: Add Citations and a Bibliography

Lesson 5: Simplifying the Use of Long Documents

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Topic 5A: Insert Blank and Cover Pages

Topic 5B: Insert an Index

Topic 5C: Insert a Table of Figures

Topic 5D: Insert a Table of Authorities

Topic 5E: Insert a Table of Contents

Topic 5F: Create a Master Document

Lesson 6: Securing a Document

Topic 6A: Hide Text

Topic 6B: Remove Personal Information from a Document

Topic 6C: Set Formatting and Editing Restrictions

Topic 6D: Add a Digital Signature to a Document

Topic 6E: Set a Password for a Document

Topic 6F: Restrict Document Access

Lesson 7: Creating Forms

Topic 7A: Add Form Fields to a Document

Topic 7B: Protect a Form

Topic 7C: Automate a Form