

Word 2010 Roadmap

Which class is right for you?

Answer these questions honestly!

Can You...?

- ◆ Can you move and copy text in a document?
- ◆ Do you apply different text formatting options?
- ◆ Are you able to automatically page number your documents?
- ◆ Can you tell what your tab stops are by viewing the ruler?
- ◆ Can you apply a Style to text?
- ◆ Do you know how to change the Quick Style set?
- ◆ Can you create a basic table?
- ◆ Are you able to add Watermarks?
- ◆ Do you know how to include headers and footers in your document?



**Take Word 2010
Introduction**
1 Day

Can You...?

- ◆ Are you able to renumber a list?
- ◆ Do you understand how to use section breaks?
- ◆ Do you know how to insert Building Blocks?
- ◆ Can you draw objects in your document or use WordArt?
- ◆ Can you wrap text around a picture?
- ◆ Do you know how to create and format tables?
- ◆ Are you able to format newspaper columns in a document?
- ◆ Are you able to create envelopes and labels?
- ◆ Can you create a merge document for a mass mailing?
- ◆ Can you write a macro in Word?



**Take Word 2010
Intermediate**
1 Day

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Which class is right for you?

Answer these questions honestly!

Can You...?

- ◆ Do you know how to link information in Word to other applications like Excel and PowerPoint?
- ◆ Can you generate a Table of Contents or an Index?
- ◆ Do you know how to insert a Table of Authorities?
- ◆ Do you know how to track changes?
- ◆ Can you compare document versions?
- ◆ Are you able to maneuver around a Master Document?
- ◆ Can you create footnotes, endnotes and bookmarks?
- ◆ Can you generate a form?



**Take Word 2010
Advanced
1 Day**