

Microsoft Office Word 2010: Levels 1 – 2 Instructor-Led (Classroom) - One Day Per Level

Level 1 - Course Description

You will create, edit, and enhance standard business documents using Microsoft Office Word 2010.

Who Needs To Attend

This course is intended for individuals who want to gain basic knowledge of working with Word.

Prerequisites

To be successful in this course, you should be familiar with using personal computers and you should have used the mouse and keyboard. You should be comfortable in the Windows environment and be able to use Windows to manage information on the computer. Specifically, you should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. To ensure your success, we recommend you first take one of Element K's introductory Windows courses, such as either of the following, or have equivalent skills and knowledge:

- Windows XP Professional: Level 1 or
- Windows XP: Introduction

Course Fee

\$245

Level 2 - Course Description

You will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

Who Needs To Attend

This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

Prerequisites

Students should be able to use Microsoft Word 2010 to create, edit, format, save, and print basic business documents containing text, tables, and graphics. Students can obtain this level of skill by taking the following course:

- Microsoft® Office Word 2010: Level 1

Course Fee

\$245

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