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Microsoft Word 2010

Word 2010 Basic

- Intro to the Word Interface
- Working with Templates
- Creating a New Blank Document
- Formatting a Document
- More Formatting Options
- Adding Shapes, Clipart, & Pictures
- Page Layout
- Conclusion

Word 2010 Intermediate

- Introduction
- Tracking Changes in a Document
- Customizing the Interface
- Working with Styles
- Tables in Word
- Endnotes, Footnotes, & Captions
- Cover Pages, Headers, & Footers
- Working with Sections
- Headers & Footers
- Cover Sheet & Table of Contents
- Cover Letters & Mail Merge
- Conclusion

Word 2010 Advanced

- Introduction to the Word Interface
- Customizing the Ribbon
- Embedding Non-Word Documents
- Working with Formulas
- Citations
- Comparing Documents
- Forms & Content Controls
- Master Documents & Subdocuments
- Conclusion