

**Course:****Word 2010: Intermediate, First Look Edition**

---

**Course Details****Course Number:** 1-4260-1970-X**Category:** Business & Office Applications**Duration:** 1.00 day***Description***

This ILT Series course builds on the skills and concepts taught in Word 2010: Basic, First Look Edition. Students will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

***Outline*****Unit 1: Styles and outlines**

- Topic A: Examining formatting
- Topic B: Creating styles
- Topic C: Modifying styles
- Topic D: Working with outlines

**Unit 2: Sections and columns**

- Topic A: Creating and formatting sections
- Topic B: Working with columns

**Unit 3: Formatting tables**

- Topic A: Table formatting basics
- Topic B: Borders and shading
- Topic C: Table data
- Topic D: Table styles

**Unit 4: Printing labels and envelopes**

- Topic A: Labels
- Topic B: Envelopes

**Unit 5: Templates and building blocks**

- Topic A: Template basics
- Topic B: Building blocks
- Topic C: Document properties

**Unit 6: Graphics**

- Topic A: Creating diagrams
- Topic B: Using the Drawing tools
- Topic C: Formatting text graphically

**Unit 7: Managing document revisions**

- Topic A: Tracking changes
- Topic B: Working with comments

**Unit 8: Web features**

- Topic A: Web pages
- Topic B: Hyperlinks

Please note that this content is meant to be a guideline.

Class material is subject to change and may be presented in a slightly different format than listed.