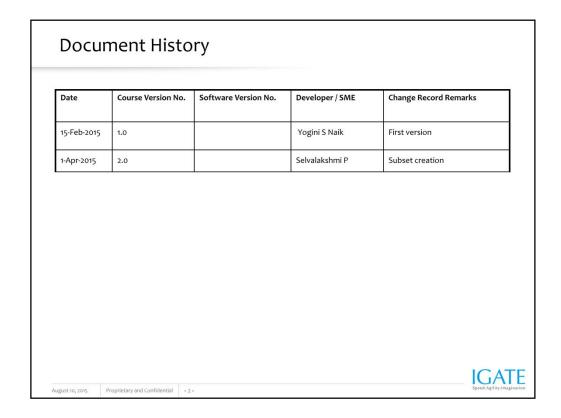
MS Word 2010 for V&V

Speed.Agility.Imagination

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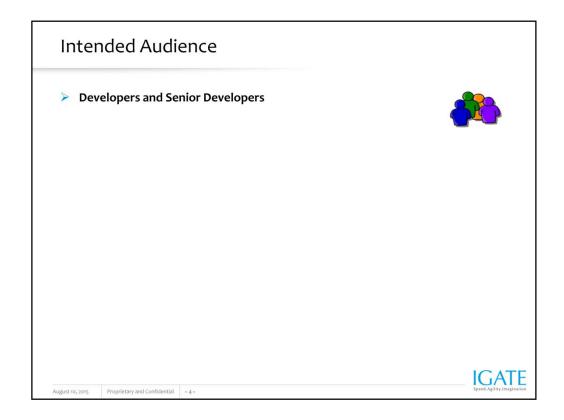
Keep this as a hidden slide.

Note to co-ordinators: Not to be printed for the class book.

Course Goals - To understand the features of Ms Word. - To understand how to format documents. - To understand how to create tables, shapes, Symbols and Charts, linking and embedding objects. Course Non Goals - Word Macro

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Day 1 Lesson 1: Introduction to Ms WORD 2010 1.1 What is Word? 1.2 Getting Started With Word 1.3 Word Window 1.4 Quick Access Bar 1.5 Backstage View 1.6 Backstage View 1.7 Ribbon 1.8 Working with Multiple Documents 1.9 Multiple Views of Document 1.10 Comparing Documents

Day Wise Schedule Lesson 2: Formatting documents - 2.1 Copy formatting and clearing formatting - 2.2 Changing Paragraph Alignment, Indenting paragraph - 2.3 Page Margins and Orientation - 2.4 Insert Page Header and Footer - 2.5 Insert Cover page - 2.6 Insert Water mark - 2.7 Insert Bookmark - 2.8 Insert Picture, File & object

Day Wise Schedule

- Lesson 3: Creating & Editing tables (Table in word document)
 - 3.1 Introduction to Tables
 - 3.2 Insert Table
 - 3.3 Modifying & Formatting the Table
 - 3.4 Working with Formulas in Table

Lesson 4: Track Changes

- 4.1 Track Changes
- 4.2 Turn Track Changes on or off
- 4.3 Get Detailed Summary of Track Changes
- 4.4 Accept or Reject Track Changes
- 4.5 Working with Comments in Document
- 4.6 Word Count

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Day Wise Schedule

Lesson 5: Linking & embedding objects

- 5.1 Linking and Embedding Objects
- 5.2 Insert Linked Object
- 5.3 Insert Embedded Object
- 5.4 Link and Embed Content copied from another program
- 5.6 Hyperlinks
- 5.7 Insert a Hyperlink
- 5.8 To make an email address a hyperlink
- 5.9 To remove a hyperlink

Lesson 6: Shapes , Symbols and Charts

- 6.1 Shapes
- 6.2 To insert a shape
- 6.3 To resize a shape
- 6.4 To change the order of shapes
- 6.5 Changing a shape's appearance

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Day Wise Schedule Lesson 6: Shapes , Symbols and Charts - 6.6 3D effects - 6.4 Symbols and Special Characters - 6.5 The Symbol menu - 6.6 The Symbol dialog box - 6.7 Charts - 6.8 Creating charts using data in Excel

