

MS Word 2010 for V&V



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Document History

Date	Course Version No.	Software Version No.	Developer / SME	Change Record Remarks
15-Feb-2015	1.0		Yogini S Naik	First version
1-Apr-2015	2.0		Selvalakshmi P	Subset creation

Keep this as a hidden slide.

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

Course Goals and Non Goals

➤ 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

Intended Audience

- **Developers and Senior Developers**



Day Wise Schedule

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

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

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

Next Step Courses

➤ **Word Macro**

