

Discover

Microsoft® Word 2010



Microsoft® Word 2010 offers enhanced features to create professional quality documents, easier ways to work together with people, and almost anywhere access to your files. The Discover Microsoft® Word 2010 training suite consists of 5 self-paced tutorials that will teach you how to use Word 2010 to create visually compelling documents more easily than ever. Along the way, you will gain “hands-on” experience with Word 2010 in a simulated environment.

Benefits

- Learn how to quickly search & navigate documents, work with others simultaneously, access and share documents from almost anywhere, and add visual effects to text.
- Enjoy the flexibility of self-paced on demand training.

Microsoft® Word 2010 Courseware

Discover Microsoft® Word 2010: Level 1

- L1: Touring the Word 2010 Interface
- L2: Working With Documents
- L3: Editing Documents

Discover Microsoft® Word 2010: Level 2

- L1: Enhanced Document Presentation
- L2: Polishing Up Your Work
- L3: New Features

Discover Microsoft® Word 2010: Level 3

- L1: Introduction to Tables & Charts
- L2: Text Boxes & Drawing Objects
- L3: Mail Merge

Discover Microsoft® Word 2010: Level 4

- L1: Web Features
- L2: Building Tables & Charts
- L3: Reference Tables

Discover Microsoft® Word 2010: Level 5

- L1: Forms, Templates, & Directories
- L2: Master Documents & Security
- L3: Preparing Documents For Release

800.823.4777

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