

Microsoft Word - Office 2010

1. **Word- [2010 tips and tricks](#)** You've created tons of Word documents. But perhaps you need some timesaving techniques to help you work faster. This short course will do just that: give you tips and tricks for working with Word 2010
 - a. Open Word quickly by using a keyboard shortcut.
 - b. Use a template from Office.com.
 - c. Convert a list into a table.
 - d. Convert a list into a SmartArt graphic.
 - e. Crop a picture to a shape.
 - f. Zoom with your mouse.
 - g. Put a document on OneDrive.
 - h. Find and replace text.
 - i. Use advanced selection techniques.
 - j. Show or hide the ribbon.
 - k. Use the Quick Access Toolbar.
 - l. Make a to-do list with checkboxes.

2. **Word – [Create accessible Word documents](#)** Create Word 2010 documents that are more accessible to people with disabilities. Learn how to format your document using Styles, add alternative text to images, and other tips to make your document easier for users and assistive technologies to navigate.
 - a. Apply heading styles and paragraph formatting to your document.
 - b. Add alternative text to images, objects and tables.
 - c. Structure layout tables for easy navigation.
 - d. Use other tips and tricks for keeping your documents accessible.

3. **Word – [Create and customize a table of contents](#)** Create a table of contents (TOC) in Word 2010. Prepare document headings so that Word will generate the TOC automatically, and customize the look and settings for the TOC.
 - a. Generate and update a TOC
 - b. Prepare headings so they'll be included in the TOC
 - c. Change TOC settings
 - d. Modify TOC styles
 - e. Remove a TOC


















4. **Word** – [Create visually compelling documents](#) Word 2010 offers several options to assist you in designing your information so that it really stands out. Learn how to be your own graphic designer and get your text and images noticed.
 - a. Use text effects to apply the same types of formatting that you use for graphics and images directly to document text.
 - b. Adjust, correct, and enhance images with picture editing tools.
 - c. Insert screen clippings and screenshots into your document.
 - d. Add and edit SmartArt graphics.

5. **Word** – [Get control of page numbers, headers, and footers](#) Get a solid grasp on how to create and control headers and footers—including page numbers, text, and images--in Word 2010.
 - a. Add page numbers, the date, text, and images to headers and footers
 - b. Use prepared content in galleries or create content by hand using Quick Parts
 - c. Align and position content in the header and footer space
 - d. Use varying headers and footers for document sections
 - e. Remove header and footer content

6. **Word** – [Keyboard shortcuts](#) Find out how to access almost any button using the ALT key. And, learn handy shortcuts that use the CTRL key.
 - a. Define the two kinds of keyboard shortcuts: access keys and key combinations
 - b. Access tabs, buttons, options, and commands using the ALT key
 - c. Directly perform tasks by using the CTRL key.
 - d. Perform a variety of tasks using the keyboard: from opening and working with documents to selecting and formatting text.

7. **Word** – [Find more MSOffice Word Tips at the Byron CUSD web site.](#) Under Staff Resources click on the Tech Tips and Tutorials link. In the right hand-column click the MSOffice Word Tips folder.

MSOffice Word Tips

-  [Arrange Objects](#)
-  [Automatic Bullets and Numbering](#)
-  [AutoShapes](#)
-  [BE Selective](#)
-  [Convert all Caps to Upper and Lower Case](#)
-  [convert to PDF format](#)
-  [Delete the easy way](#)
-  [Format Painter](#)
-  [Inserting a drop cap in your document](#)
-  [Quick Access Toolbar](#)
-  [Sorting](#)
-  [Styles](#)
-  [Styles-My Styles](#)
-  [Table of Contents](#)
-  [Table of Contents part 2](#)
-  [Tabs](#)
-  [Word Tips Video \(wmv\)](#)