Word 2010 Essential (Lynda.com)

### Instructions

To take this course, go to the Enterprise IT Services website’s “[*Accessible Documents & Training*](http://it.nv.gov/Sections/Application_Development/WebGrp/Accessibility/Accessible-Documents/)” page and click the appropriate link that provides you access to Lynda.com. Run a search on Lynda.com for “*Word 2010 Essential*”. Review the sections listed below:

### Introduction

* Using the exercise files

## 5. Formatting Paragraphs

* Changing line spacing (5m 2s)
* Using indents and setting tabs (7m 20s)
* Creating a bulleted or numbered list (6m 11s)
* Keeping text together through page breaks (4m 2s)
* Applying shading and borders to paragraphs (4m 14s)

## 6. Using Styles for More Effective Formatting

* Power formatting with styles (7m 34s)
* Changing a document’s theme (6m 59s)
* Changing style sets, color sets, fonts and paragraph spacing (3m 31s)
* Applying Quick Styles and clearing formatting (5m 18s)
* Creating a Quick Style set (6m 24s)
* Using the Navigation pane with styles (3m 1s)
* Easily creating a table of contents (5m 32s)
* Restricting formatting to a selection of styles (4m 58s)
* Creating a multilevel list using styles (6m 53s)

## 7. Working with Tables

* Converting text to tables (3m 36s)
* Formatting tables for readability (4m 8s)
* Sorting table data (5m 19s)
* Merging, splitting, and formatting cells to create a form (8m 53s)
  + Note: If merged or split cells are used they are not accessible. If document will be converted to pdf this can be corrected after conversion.
* Converting a table to text (2m 41s) – note: you can make a table accessible by including table headings and associating the headings with columns or rows.
* Using Quick Tables (4m 19s)

## 8. Illustrating a Document

* Converting text to tables (3m 36s)
* Applying styles to graphics (5m 40s)

## 9. Document Building Blocks

* Understanding building blocks (3m 41s)
* Numbering pages and applying headers and footers (6m 56s)

## 10. Modifying Page Layout

* Inserting sections to organize a document (5m 17s)

## 13. Sharing Documents

* Trouble-free document sharing (5m 38s)