Word 2010 Essential (Lynda.com)

Instructions

To take this course, go to the Enterprise IT Services website's "*Accessible Documents & Training*" 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)