Learn Online Today – Resource Summary for Microsoft Word 2010 for Windows

Whether you have 5 minutes or 5 hours, there are online courses, videos, reference material and books available to you that meet your needs. CU is committed to providing continuous learning and professional development opportunities for faculty and staff.

Don’t have time for Training? Learn office with a game: http://www.ribbonhero.com/

SkillSoft Courses: Remember you can always start a course, pause and return later to complete it.

### Desktop Curricula

**Navigation:** Catalog>Desktop Curricula>Microsoft Office 2010 > Word
- Desktop Curricula
- Microsoft Office 2010

### Individual Microsoft Word 2010 courses grouped by application:

#### Beginning Word
- Getting Started with Word 2010
- Formatting and Working with Text in Word 2010
- Organizing and Arranging Text in Word 2010
- Moving Around in Word 2010
- Structuring Word 2010 Documents
- Reviewing Documents in Word 2010
- Saving, Sharing, and Printing in Word 2010
- Customizing the Behavior and Appearance of Word 2010
- Drawing and Inserting Graphics in Word 2010

#### Advanced Word
- Using Themes, Backgrounds, Watermarks, and Quick Parts in Word 2010
- Adding Tables of Contents, Footnotes, Hyperlinks, and Bookmarks in Word 2010
- Managing, Inspecting and Recovering Word 2010 Documents
- Creating and Formatting Tables in Word 2010
- Manipulating Tables in Word 2010
- Embedding Charts and Tables in Word 2010
Want to get Microsoft Certification?

**Microsoft Certification Courses** for Microsoft Office Specialist (MOS) on Microsoft Office 2010 are offered in SkillSoft. Check out Books24x7 for *MOS 2010 Study Guide for Microsoft Work, Excel, PowerPoint, and Outlook*.

**Instant References**

**Job Aids:** Check out these condensed summaries, key points, and checklists that can serve as a guide for application of the skills learned in a course or as a later reference resource.

- **Microsoft Word 2010 Job Aids:**
  1. **Navigating Key References** - Use this job aid to familiarize yourself with numerous keyboard and combination shortcuts you can use to navigate around a Microsoft Word 2010 document.
  2. **Microsoft Office 2010 Suites** - Use this aid to see what products are included in each of the Microsoft Office 2010 Suites

**Don’t Forget the Books**

**Book24x7**
- Cox, Joyce and Joan Lambert. *Microsoft Word 2010 Step-by-Step*. Online Training Solutions, Inc. © 2010

**Mentoring**

- Skillsoft Mentors are available to help students in their studies for exam 77-881 Word 2010. You can reach them by entering a mentor Chat Room or by using the E-mail My Mentor service.
TestPrep Exam

TestPrep 77-881 Word 2010- Test your knowledge on the skills and competencies being measured by the vendor certification exam. TestPrep can be taken in either Study or Certification mode. Study mode is designed to maximize learning by not only testing your knowledge of the material, but also by providing additional information on the topics presented. Certification mode is designed to test your knowledge of the material within a structured testing environment, providing valuable feedback at the end of the test.

Other Helpful Resources


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(Contains a Video Series and quick reference cards on Word, PowerPoint, Excel, Access, Visio, Project and Outlook)