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:

SkillSoft is your online training resource offering self-paced courses and information about instructor-led training on a variety of topics, as well as access to a vast library via the Books 24x7 program. Best of all, you can use it all at no cost.

Faculty and Staff can access SkillSoft by going to the “CU Resource” tab in mycuinfo.colorado.edu and clicking on “Training.”

Students can access SkillSoft via the “Student” tab in mycuinfo.colorado.edu and clicking on “Online Learning through SkillSoft”

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

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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

Sample Articles and Tutorials (contains 80+ articles and tutorials):

Microsoft Word 2010 Office Button: http://www.word-2010.com/microsoft-word-2010-office-button/
Word – Change Case: http://www.word-2010.com/word-change-case/
Bullets In Word: http://www.word-2010.com/bullets-in-word/
Creating Your Own Bullets In Word: http://www.word-2010.com/creating-your-own-bullets-in-word/
Microsoft Office Templates: http://www.word-2010.com/microsoft-office-templates/
Insert A Table Of Contents In Word: http://www.word-2010.com/insert-a-table-of-contents-in-word/

Custom Guides: MS Office 2010 Quick Reference Sheets:
http://www.customguide.com/computer-training/quick-references


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