

## BASIC TO INTERMEDIATE WORD 2010

### ELEARNING PROGRAM DESCRIPTION

This learning program is designed for Human Resource personnel with basic computer literacy who wish to advance their Microsoft Word skills to improve overall productivity in their daily tasks.

### COURSE LENGTH

Self-Paced (approximately 7 hours)

### COURSE STRUCTURE

This course is a self-paced learning program and is completely online. Completing this learning program consists of reviewing and/or completing electronic learning resources provided by Accelerate Employee Development Tools (AEDT). To access your eLearning follow these steps:

- Step 1: Logon to **Pipeline** with your Access ID and password
- Step 2: Click the **Employee** tab if necessary
- Step 3: Click the **Accelerate** icon on the right side of the screen
- Step 4: Click the **My Plan** tab on the left side of the screen

### COURSE SCHEDULE

Although this is a self-paced learning program we recommend the eLearning events be completed in the order they are listed below.




Learning Event	Topic(s)
Course 1	Organizing & Arranging Text (1 hour) <ul style="list-style-type: none"><li>✓ Formatting Paragraphs</li><li>✓ Setting Margins &amp; Indents</li><li>✓ Adjusting Spacing &amp; Columns</li></ul>
Course 2	Structuring Word 2010 Documents (1 hour) <ul style="list-style-type: none"><li>✓ Using Headings to Restructure Documents</li><li>✓ Use Page &amp; Section Breaks</li><li>✓ Adding Page Numbers, Headers &amp; Footers</li></ul>
Course 3	Reviewing Documents (30 minutes) <ul style="list-style-type: none"><li>✓ Using Word 2010 Help and Proofing Features</li><li>✓ Tracking Changes &amp; Commenting</li></ul>
Course 4	Saving a Word 2010 Document (20 minutes)
Course 5	Drawing and Inserting Graphics (30 minutes) <ul style="list-style-type: none"><li>✓ Adding Pictures, Clip Art &amp; Screenshots in Word 2010</li><li>✓ Adding SmartArt in Word 2010</li></ul>

## COURSE SCHEDULE *(continued)*

Learning Event	Topic(s)
Course 6	Adding TOC, Footnotes, Hyperlinks & Bookmarks (1 hour) ✓ Creating Tables of Contents ✓ Inserting Footnotes & Endnotes ✓ Hyperlinks & Bookmarks
Course 7	Using Mail Merge (20 minutes)
Course 8	Managing Document Permissions (15 minutes) Creating & Formatting Tables (1 hour) ✓ Creating Tables ✓ Working with Table Styles ✓ Manipulating Alignment in Tables
Course 9	Manipulating Tables (1 hour) ✓ Inserting & Deleting Table Elements ✓ Merging, Splitting & Resizing Table Elements ✓ Sorting Table Contents & Using Formulas

### ELEARNING TIPS

If you are new to Accelerate please refer to the [Quick Start Guide](#) as needed. The contents of the eLearning courses can be reviewed again as needed. Each eLearning lesson includes a posttest that must be completed. These tests may be repeated as much as needed but the system will record the last grade earned. Grades/Completions may be forwarded to you and your hiring manager upon request.

The eLearning courses need not to be completed in one sitting; however, you should avoid closing the course window by clicking the red  and use the course's  button to close the course. Using the  button will ensure the system saves your progress and you can begin where you left off when you exited the course.

### TECHNICAL ASSISTANCE

For Accelerate Employee Development Tools logon issues please contact the office of Organization & Employee Development at (313) 577-2111. For computer issues please contact your local IT. You may wish to test your browser for eLearning readiness by visiting <http://browser.skillport.com/>

### SUCCESSFUL COMPLETION

To successfully complete this learning program you must meet the following criteria:

- ✓ Complete all eLearning as assigned
- ✓ Successfully pass posttests (80% or higher)

### ADDITIONAL RESOURCES

There are several eLearning resources available through Accelerate Employee Development Tools (AEDT) to supplement this course. The recommended eLearning resources listed below are not required for this course but are helpful references you can refer to as needed.

- MS Word 2010 Bible (ebook)
- MS Word All-in-one for Dummies (ebook)
- How to use Mail Merge (video)
- Merge & Split Table Cells (video)
- Insert Columns (video)
- Inserting a Table of Contents (video)
- How to use Section Breaks (video)
- Use Word to take a Screenshot (video)
- Reviewing a document (video)
- Create a Hyperlink (video)