PCPAL SOLUTIONS, INC.

Discover

Microsoft® Word 2010

Microsoft® Word 2010 offers enhanced features to create professional quality documents, easier ways to work together with people, and almost anywhere access to your files. The Discover Microsoft® Word 2010 training suite consists of 5 self-paced tutorials that will teach you how to use Word 2010 to create visually compelling documents more easily than ever. Along the way, you will gain "hands-on" experience with Word 2010 in a simulated environment.

Benefits

- Learn how to quickly search & navigate documents, work with others simultaneously, access and share documents from almost anywhere, and add visual effects to text.

- Enjoy the flexibility of self-paced on demand training.

Microsoft® Word 2010 Courseware

Discover Microsoft® Word 2010: Level 1

L1: Touring the Word 2010 Interface

L2: Working With Documents

L3: Editing Documents

Discover Microsoft® Word 2010: Level 2

L1: Enhanced Document Presentation

L2: Polishing Up Your Work

L3: New Features

Discover Microsoft® Word 2010: Level 3

L1: Introduction to Tables & Charts

L2: Text Boxes & Drawing Objects

L3: Mail Merge

Discover Microsoft® Word 2010: Level 4

L1: Web Features

L2: Building Tables & Charts

L3: Reference Tables

Discover Microsoft® Word 2010: Level 5

L1: Forms, Templates, & Directories

L2: Master Documents & Security

L3: Preparing Documents For Release