
CHRO TRAINING ANNOUNCEMENT: MS WORD 2010 - BEGINNING

COURSE: Microsoft Word 2010 - Beginning (One Day Training)

DATE: 4 November 2016 (This course will be conducted in English)

TIME: 0800-1630

PLACE: MCCS Computer Lab, Building #5966, Camp Foster

COST: No cost (*NOTE: SF-182 form is not required for enrollment)

SEATS: Limited to 16 seats per class.

COURSE DESCRIPTION:

The first workshop in the three-part Microsoft Word training series provides participants with systematic instruction in Word's most essential features. If your familiarity with Word is primarily based on its application to fulfill the requirements of your job, this workshop will help fill in some of the learning gaps. Participants will be introduced into the use of such basic Word features as formatting, tab stops, indentation, drop caps, line spacing, etc. and be better prepared to address the most common word processing challenges effectively and efficiently.

OBJECTIVES: The topics to be covered in this class are as follows:

- Word 2010 Environment, Open an Existing Document, Enter Text in to a Document, Correct Mistakes,
- Navigate a Document, Create a New Document, Save a Document, Set Word Options
- Change Document Views, Use Help Close a Document and Exit Word, Select Text
- Copy and Paste Text, Cut and Paste Text, Use Drag-and-Drop, Find and Replace Text
- Check Spelling and Grammar, Use the Thesaurus, Insert Symbols, Use Undo and Redo
- Use Formatting Tools, Use the Font Dialog Box, Use Format Painter, Use Character Effects
- Add a Drop Cap, Insert the Date and Time, Add Borders to a Paragraph, Set Tabs with the Ruler
- Create a Header and Footer, Jump to a Specific Page, Set Margins, Preview a Document, Useful Shortcuts

PREREQUISITES:

Basic PC knowledge. For MLC employees, must have at a minimum LPL-1/LAD-2/equivalent to register for the course conducted in English.

ELIGIBILITY / ENROLLMENT / PRIORITY:

This course is open to USMC Appropriated Fund (APF) Civilian Employees and USMC MLC Employees.

Nomination must include:

- Nominee's name
- Nominee's grade
- Nominee's position title
- Nominee's organization/section name
- Nominee's duty phone and email address
- (Please prioritize nomination if more than one nominee.)

Nomination must be preapproved by employee's supervisor. Submit nominations to CHRO Workforce Development Section via e-mail at mcbbutlerchrotraining@usmc.mil.

Deadline for submission is 27 October 2016.