

Word 2010 Standard Topics**Word 2010 Basic Topics****Word 2010 Advanced Topics**

Find Text	Rotate a graphic	Convert a hyperlink to regular text
Replace Text	Insert text	Edit a citation
Check Spelling	Move text	Use Paste Options
Insert Text	Select text	Insert a symbol
Move Text	Cut and paste text	Increase the sharpness of a picture
Cut and paste text	Copy and paste text	Insert a screenshot
Insert a symbol	Undo and redo an action	Create a footnote
Open Document	Correct a misspelled word	Change the theme
Close Document	Create New Document - Blank	Create a new Quick Style
Save As - Location	Create a new document from template	Apply a style to a paragraph
Display the ruler	Open Document	Add a page border
Insert a page break	Close Document	Insert a building block
Insert page numbers	Save Document	Separate headers between sections
Change the font	Exit Word	Insert a section break
Adjust Line Spacing	Start Word	Create a numbered list
Change the theme	Create a new file from an existing file	Insert a citation
Create a new Quick Style	Change the font	Insert a bibliography
Add a page border	Bold text	Create a source
Italicize text	Adjust Line Spacing	Insert a hyperlink
Center a paragraph	Change the font size	Insert a column break
Create a bulleted list	Center a paragraph	Balance columns
Create a document header	Create a bulleted list	Specify the merge document template
Modify document properties	Change the color of text	Specify the merge data source
Modify document margins	Right-align a paragraph	Insert a merge field
Print Document	Modify document margins	Merge the document with the data source
Create and print an envelope	Create custom margins	Table – Merge Cells
Insert a picture	Print Document	Wrap text around a graphic
Wrap text around a graphic	Enter data in a table	Apply a table style
Modify a SmartArt graphic	Insert clip art	Remove the background of a picture
Insert a screenshot	Help – Display Document	Modify the tone of a picture
Zoom		Resize a graphic
Help – Display Document		Resize table columns to fit contents
Insert a citation		Modify a building block
Create an AutoCorrect entry		Use the Format Painter
		Toolbars - Customize
		Change the theme colors and theme fonts
		Navigation Pane – reorganize a document