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| Website  <http://office.microsoft.com/en-us/word-help/training-courses-for-word-2010-HA104039042.aspx> | |
| Beginner | Directions: List 5 bullets you learn from each POWERPOINT that you did not know before. |
| **Create accessible Word documents**  Create Word 2010 documents that are more accessible to people with disabilities. Learn how to format your document using Styles, add alternative text to images, and other tips to make your document easier for users and assistive technologies to navigate.  [Download](http://office.microsoft.com/en-us/word-help/redir/XT102738276.aspx?CTT=5&origin=HA104039042) | |  |
| **Create your first Word document II**  Part two of the “Create your first Word 2010 document” series for those who are new to Word. Learn to move around in the document, use formatting marks, move text by using Cut and Paste, and change line spacing and alignment in Word 2010.  [Download](http://office.microsoft.com/en-us/word-help/redir/XT102106254.aspx?CTT=5&origin=HA104039042) | |  |
| **Office 2010 Security: Protecting your files**  In Microsoft Office 2010, when files open, Message Bars can alert you to useful information and potential problems with your files. Security Message Bars provide the opportunity to consider the potential security risks that may be in your file, and then the ability to open or read the file while reducing the risks that can occur.  [Download](http://office.microsoft.com/en-us/word-help/redir/XT102669508.aspx?CTT=5&origin=HA104039042) | |  |
| **Word 2010 keyboard shortcuts**  Learn Word 2010 keyboard shortcuts. Find out how to access almost any button using the ALT key. And, learn handy shortcuts that use the CTRL key.  [Download](http://office.microsoft.com/en-us/word-help/redir/XT102738225.aspx?CTT=5&origin=HA104039042) | |  |
| **Word 2010 tips and tricks**  You’ve created tons of Word documents. But perhaps you need some timesaving techniques to help you work faster. This short course will do just that: give you tips and tricks for working with Word 2010.  [Download](http://office.microsoft.com/en-us/word-help/redir/XT102738188.aspx?CTT=5&origin=HA104039042) | |  |
| Intermediate |  |
| **Create and customize a table of contents**  Create a table of contents (TOC) in Word 2010. Prepare document headings so that Word will generate the TOC automatically, and customize the look and settings for the TOC.  [Download](http://office.microsoft.com/en-us/word-help/redir/XT102738273.aspx?CTT=5&origin=HA104039042) | |  |
| **Create visually compelling documents in Word 2010**  Effective documents convey important information in a well-designed way — and Word 2010 offers several options to assist you in designing your information so that it really stands out. In this course, we’ll show you how to be your own graphic designer and get your text and images noticed.  [Download](http://office.microsoft.com/en-us/word-help/redir/XT102106253.aspx?CTT=5&origin=HA104039042) | |  |
| **Get control of page numbers, headers, and footers**  Get a solid grasp on how to create and control headers and footers—including page numbers, text, and images--in Word 2010.  [Download](http://office.microsoft.com/en-us/word-help/redir/XT102669516.aspx?CTT=5&origin=HA104039042) | |  |