Kennesaw State UNIVERSITY

University Information
Technology Services

Microsoft Word 2010

Level 2

University Information Technology Services

Outreach, Training, Learning Technologies &
Video Production

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Introduction

This booklet is the companion document to the Word 2010 Level 2 workshop. The content assumes knowledge of the Microsoft Office 2010 interface, and builds on the content contained in the Word 2010 Level 1 booklet.

Learning Objectives

After completing the instructions in this booklet, you will be able to:

- Create styles and use them to format document text
- Add clip art and pictures to a document
- Create and modify tables
- Insert section breaks in a document
- Format document text as columns
- Insert and link text boxes
- Create and insert "Quick Parts"
- Insert and modify drawing shapes

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