

# Microsoft Word 2010 Training Classes in Houston

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}
.clearfix {
  DISPLAY: inline-block
}
.auto-style1 {
  text-align: left;
  border-width: 1px;
}
.auto-style2 {
  text-align: center;
}
```

Contact us at 713-777-7664 for pricing.

- Hands-on, instructor-led training classes
- Step-by-step training manual with exercise link
- Certificate of completion

- Onsite Training available
- Class can be customized to suit your needs
- Private one-on-one classes are available

Listed below are our standard course outlines.

Each course is instructor led hands-on classroom-training using step-by-step student manual and exercises.

Microsoft  
Word 2003 - Training Classes in Houston, Texas

Microsoft Word 2003: Level  
1

Training Course Content

Lesson 1: Creating a Basic  
Document

Topic 1A: The  
Word Environment

Topic 1B: Get Help  
Using Word

Topic 1C: Enter Text

Topic 1D: Save a New Document

Topic  
1E: Preview a Document

Topic 1F:  
Print a Document

Lesson  
2: Editing a Document

Topic 2A: Navigate in a Document

Topic 2B: Insert Text

Topic 2C:  
Select Text

Topic 2D: Create an  
AutoText Entry

Topic 2E: Move and  
Copy Text

Topic 2F: Delete Blocks of  
Text

Topic 2G: Undo Changes

Topic 2H: Find and Replace Text

Lesson 3: Formatting Text

Topic 3A: Change Font  
and Size

Topic 3B: Apply Font Styles  
and Effects

Topic 3C: Change Text  
Color

Topic 3D: Highlight Text

Topic 3E: Copy Formats

Topic 3F:  
Clear Formatting

Topic 3G: Find and  
Replace Text Formatting

Lesson 4: Formatting Paragraphs

Topic 4A: Set Tabs

Topic 4B:  
Change Paragraph Alignment

Topic 4C:  
Indent Paragraphs

Topic 4D: Add  
Borders and Shading

Topic 4E: Apply  
Styles

Topic 4F: Create Lists

Topic 4G: Change Spacing Between  
Paragraphs and Lines

Lesson 5: Proofing a Document

Topic 5A: Use the Thesaurus

Topic 5B: Check Spelling and Grammar

Topic 5C: Create a New Default  
Dictionary

Topic 5D: Check Word  
Count

Topic 5E: Modify a Document in  
Print Preview

Lesson 6:  
Adding Tables

Topic 6A:  
Create a Table

Topic 6B: Enter Data  
in a Table

Topic 6C: AutoFormat a  
Table

Topic 6D: Convert Text into a  
Table

Lesson 7:  
Inserting Graphic Elements

Topic 7A: Insert Symbols and Special  
Characters

Topic 7B: Insert a Clip

Art Picture

Topic 7C: Add a  
Watermark

Lesson 8:  
Controlling Page Appearance

Topic 8A: Set Page Orientation

Topic 8B: Change Page Margins

Topic  
8C: Apply a Page Border

Topic 8D:  
Add Headers and Footers

Topic 8E:  
Insert a Page Break

Appendix A: Microsoft Office  
Specialist Program

Microsoft Word 2003: Level 2

Training Course Content

Lesson 1: Managing Lists

Topic 1A: Sort a List

Topic 1B: Restart a List

Topic 1C:  
Create an Outline Numbered List

Topic 1D: Customize List Appearance

Lesson 2: Customizing Tables  
and Charts

Topic 2A:



Sort a Table

Topic 2B: Modify Table Structure

Topic 2C: Merge or Split Cells

Topic 2D: Position Text in a Table Cell

Topic 2E: Apply Borders and Shading

Topic 2F: Perform Calculations in a Table

Topic 2G: Create a Chart from a Word Table

Topic 2H: Modify a Chart

Lesson 3: Customizing Formatting

Topic 3A: Modify Character Spacing

Topic 3B: Add Text Effects

Topic 3C: Control Paragraph Flow

Lesson 4: Working with Custom Styles

Topic 4A: Create a Character or Paragraph Style

Topic 4B: Modify an Existing Style

Topic 4C: Create a List Style

Topic 4D: Create a Table Style

Lesson 5: Modifying Pictures

Topic 5A: Set Picture Contrast or Brightness

Topic 5B:  
Crop a Picture

Topic 5C: Wrap Text  
Around a Picture

Lesson  
6: Creating Customized Graphic Elements

Topic 6A: Draw Shapes  
and Lines

Topic 6B: Insert WordArt

Topic 6C: Insert Text Boxes

Topic 6D: Create Diagrams

Lesson 7: Controlling Text Flow

Topic 7A: Insert  
Section Breaks

Topic 7B: Insert  
Columns

Topic 7C: Link Text Boxes

Lesson 8: Automating  
Common Tasks

Topic 8A:  
Run a Macro

Topic 8B: Create a Macro

Topic 8C: Modify a Macro

Topic  
8D: Customize Toolbars and Buttons

Topic 8E: Add Menu Items

Lesson 9: Automating Document  
Creation

Topic 9A:  
Create a Document Based on a Template

Topic 9B: Create a Document by Using  
a Wizard

Topic 9C: Create or Modify  
a Template

Topic 9D: Change the  
Default Template Location

Topic 9E:  
Insert a MacroButton Field in a Template

Lesson 10: Performing  
Mail Merges

Topic 10A:  
The Mail Merge Process

Topic 10B:  
Perform a Merge on Existing Documents

Topic 10C: Merge Envelopes and  
Labels

Topic 10D: Use Word to Create  
a Data Source

Appendix A:  
Microsoft Office Specialist Program

Microsoft Word 2003: Level 3

Training Course Content

Lesson 1: Using Microsoft Office  
Word 2003 with Other Programs

Topic 1A: Link to a  
Microsoft Excel 2003 Worksheet

Topic 1B: Link a Chart to  
Excel Data

Topic 1C: Send a Document  
Outline to PowerPoint

Topic 1D:  
Extract Text from a Fax

Topic 1E:  
Save a Document as a Different File  
Format

Topic 1F: Look Up Information  
Using Research Sites

Topic 1G: Send  
a Document as an Email Attachment

Lesson 2: Collaborating on  
Documents

Topic 2A:  
Modify User Information

Topic 2B: Create a New  
Version of a Document

Topic 2C:  
Delete Old Versions

Topic 2D: Send a  
Document for Review

Topic 2E: Use  
Comments

Topic 2F: Compare Document  
Changes

Topic 2G: Merge Document  
Changes

Topic 2H: Review a Document

Lesson 3: Adding  
Reference Marks and Notes

Topic 3A: Insert Bookmarks

Topic 3B: Insert Footnotes  
and Endnotes

Topic 3C: Add Captions

Topic 3D: Insert Cross-references

Lesson 4: Making Long Documents Easier to Use

Topic 4A: Mark Text for Indexing

Topic 4B: Insert an Index

Topic 4C: Insert a Table of Figures

Topic 4D: Mark Text for a Table of Authorities

Topic 4E: Insert a Table of Authorities

Topic 4F: Insert a Table of Contents

Topic 4G: Create a Master Document

Topic 4H: Automatically Summarize a Document

Lesson 5: Securing a Document

Topic 5A: Update a Document's Properties

Topic 5B: Save a Document without Personal Information

Topic 5C: Hide Text

Topic 5D: Limit Formatting Choices in a Document

Topic 5E: Select Regions of a Document that Can Be Modified

Topic 5F: Add a Digital Signature to a Document

Topic 5G: Require a Password to Open a Document

Lesson 6:  
Creating Web Pages

Topic 6A: Create a Web Page

Topic 6B: Insert Hyperlinks

Topic 6C: Insert a Movie Clip into a Web Page

Topic 6D: Apply a Theme to a Web Page

Topic 6E: Create a Framed Web Page

Topic 6F: Save a Web Page to a Web Server

Lesson  
7: Creating Forms

Topic  
7A: Add Form Fields to a Document

Topic 7B:  
Protect a Form

Topic 7C: Save Form Data as Plain Text

Topic 7D:  
Automate a Form

Lesson  
8: Using XML in Word

Topic 8A: Tag an Existing Document

Topic 8B: Save a Document as XML

Topic 8C: Transform an XML Document

Appendix  
A: Microsoft Office Specialist Program

[See Current Schedule](#)

[Register for Class](#)

[Microsoft Word computer classes offerings in Houston](#)

[Microsoft Word 2010 Training in Houston](#)

[Microsoft Word 2007 Training in Houston](#)

[Microsoft Word 2003 Training in Houston](#)