

Word 2010 New Features

Course Length: 1 Day

What's New in Word

- Introducing the Word 2010 Ribbon Tabs
- Working with Building Blocks
- Customizing Building Blocks
- Using the Building Blocks Organizer
- Using Document Themes
- Working with Text Effects and Formatting Options
- Using the Navigation Pane
- Comparing Document Versions
- About New Spelling Checker Features

NOTE: This course is part of Apptius' Microsoft Office 2010 Migration Series. It is only scheduled as a private session for corporations and organizations and can be customized to specifically address the company's needs.

