Word 2010 Core Items

Audience Profile

The Core-level Microsoft Office Word 2010 User should be able to navigate Microsoft Office Word 2010 software at the feature and functionality level. They should be familiar with and know how to use at least 80% of the features and capabilities of Microsoft Office Word 2010. The core-level user should be able to use Microsoft Office Word 2010 to create and edit professional-looking documents for a variety of purposes and situations. Users would include people from a wide variety of job roles from almost all areas of professional, student, and personal life. Some of the roles users might take on include, but are not limited to, the following:

- Clerical, Office professionals
- Consultants
- Executives/Managers
- Help desk personnel
- Instructors/Trainers
- Marketing personnel

- Product developers
- Sales
- Students
- Writers
- Other members of the general population

Tasks that might be undertaken or work products created by members of the Microsoft Word 2010 Core-level User Target Audience might include, but are not be limited to, the following:

- Blogging
- Business plans
- Business reports
- Calendaring
- Case studies
- Charts
- Classroom instructional materials
- Creating Forms
- Creating Supporting docs
- Data entry, manipulation
- Documentation
- E-mail
- Formatting of printed materials
- General documents
- Instructional development
- Investor info
- Journals

- Letters
- Marketing materials
- Outlining
- Papers
- Procedural documents
- Public Relations materials
- Publications (books, articles)
- Recipes
- Reports
- Scrapbooking
- Studies
- Technical support materials
- Tests
- User manuals
- Web info/papers
- White papers

Objective Domain

1—Sharing and Maintaining Documents

　　1.1—Apply different views to a document

　　1.2—Apply protection to a document

　　1.3—Manage document versions

　　1.4—Share documents

　　1.5—Save a Document

　　1.6—Apply a template to a document

2—Formatting Content

　　2.1—Apply font and paragraph attributes

　　2.2—Navigate and search through a document

　　2.3—Apply indentation and tab settings to paragraphs

　　2.4—Apply spacing settings to text and paragraphs

　　2.5—Create tables

　　2.6—Manipulate tables in a document

　　2.7—Apply bullets to a document

3—Applying Page Layout and Reusable Content

　　3.1—Apply and manipulate page setup settings

　　3.2—Apply themes

　　3.3—Construct content in a document by using the Quick Parts tool

　　3.4—Create and manipulate page backgrounds

　　3.5—Create and modify headers and footers

4—Including Illustrations and Graphics in a Document

4.1—Insert and format Pictures in a document

4.2—Insert and format shapes, WordArt, and SmartArt

4.3—Insert and format Clip Art

4.4—Apply and manipulate text boxes

5—Proofreading documents

5.1—Validate content by using spelling and grammar checking options

5.2—Configure AutoCorrect settings

5.3—Insert and modify comments in a document

6—Applying References and Hyperlinks

6.1—Apply a hyperlink

6.2—Create Endnotes and Footnotes in a document

6.3—Create a Table of Contents in a document

7—Performing Mail Merge Operations

7.1—Setup mail merge

7.2—Execute mail merge