

SOFTWARE TRAINING CENTER

Word 2010 Level 2

Duration: 1 Day

Course Overview:

This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools. It also aims to assist persons preparing for the Microsoft Office Specialist exams for Word 2010. You will create complex documents and build personalized efficiency tools using Office Word 2010.

Who Should Attend: Anyone with basic Word 2010 knowledge who desires to utilize some of the advanced tools and features of Word 2010.

Prerequisites: Before starting this course, students are recommended to take the Word 2010 Level 1 course or have equivalent knowledge.

Course Outline:

Managing Lists

- Sort a List
- Renumber a List
- Customize a List

Customizing Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create Charts

Creating Formats with Styles and Themes

- Create or Modify a Text Style
- Create a Custom List or Table Style
- Default & Customized Document Themes

Modifying Pictures

- Resize a Picture
- Adjust the Picture Appearance Settings
- Wrap Text Around a Picture
- Insert and Format Screenshots in a Document

Creating Customized Graphic Elements

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Special Effects to Text
- Create Complex Illustrations with SmartArt

Inserting Content Using Quick Parts

- Insert Building Blocks
- Create Building Blocks
- Modify Building Blocks
- Insert Fields Using Quick Parts

Controlling Text Flow

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

Templates & Automated Document Creation

- Create a Document Based on a Template
- Create a Template

Automating the Mail Merge

- Use the Mail Merge Feature
- Merge Envelopes and Labels
- Create a Data Source Using Word

Using Macros to Automate Tasks

- Automate Tasks Using Macros
- Create a Macro