Microsoft Word Expert 2010

For those who have a good grounding in Microsoft Word, this course will provide you with the knowledge and skills to use MS Word at an expert level.

This training in Microsoft Word will propel your Word skills forward to an advanced level. Over several lessons, you'll become confident in a range of Word's more sophisticated features including mail merge using the wizard and Excel data sources; tables, bookmarks, indexing and cross-referencing; footnotes and endnotes, captions, macros and keyboard shortcuts; citations, sources and bibliography; managing complex documents; forms, applying styles and the style inspector; change tracking and the reviewing pane; document properties and using Word's web tools, hyperlinks and SmartArt to its full potential.

Designed for
Those wishing to advance their knowledge of Word.

Aims and Objectives
You can be confident that you'll possess the top skills being sought by employers. What's more, you will also be in a position to take the City & Guilds Word Processing Techniques Advanced exam, as well as the Microsoft Office Specialist test (MOS) and ECDL Advanced (Word Processing) exam.

Prerequisites
A sound working knowledge of using Microsoft Word.

Course Content
Lesson One: Carrying out a mail merge using the mail merge wizard, merging an existing letter with an existing data source, creating a new letter and data source, removing, adding, renaming and moving fields in a new data source, adding new records to a data source, inserting merge fields using address block and greeting line, match fields, inserting merge fields using more items, excluding a recipient from the merge, using mail merge to create envelopes and address labels.

Lesson Two: Performing a mail merge using an Excel data source, sorting records, inserting merge fields using the mailings tab, merging the current record, working with a word table data source, customising columns in an office address list, carrying out a simple and advanced filter, previewing and merging using the mailings tab.

Lesson Three: Creating, formatting and modifying a table of contents, viewing a table of contents in web layout view, creating a table of contents using customised styles, creating and modifying an index with sub-entries, creating a cross-reference in an index, inserting a bookmark, using a bookmark to create an index entry, viewing, using and deleting.

Lesson Four: Inserting and updating footnotes and endnotes, viewing, browsing and managing notes, removing a hyperlink, inserting a caption, working with automatic captions, inserting a cross reference, recording a macro, running a macro, assigning a macro to a keyboard shortcut, assigning a macro to the Quick Access Toolbar, modifying a button, editing a macro, deleting a macro.

Lesson Five: Creating a new source and insert a citation, inserting a placeholder, inserting a bibliography, editing a source, modifying a bibliography, managing sources, creating a new caption label, inserting and modifying a Table of Figures, marking

a citation in a legal document, marking multiple occurrences of a citation, inserting and modifying a Table of Authorities, deleting a customised caption label, deleting citations from a master list.

Lesson Six: Using outline view, promoting and demoting outline items, moving outline items up or down, expanding and collapsing outline items, working with master documents and subdocuments, collapsing and expanding subdocuments, opening subdocuments, locking subdocuments, removing a subdocument from a master document.

Lesson Seven: Inserting content controls in a form, inserting form fields, creating a drop-down list, creating a date format, using calculations in a form, protecting a form, entering information into a form, applying built in styles using the Quick Style Gallery, using the Style inspector, modifying an existing style, creating a new style and add to the Style Gallery, manage styles, clearing formats, finding and replacing styles.

Lesson Eight: Enabling and disabling change tracking, reviewing a document using track changes, accepting or rejecting changes, inserting, viewing and navigating comments, editing and deleting comments, using the reviewing pane, viewing balloon options, reviewing tracked changes, selecting options for mark-up, comparing and combining.

Lesson Nine: Viewing documents for hidden or personal information, viewing document properties, changing document properties, viewing document properties, marking a document as final, encrypting a document, password protecting documents to open and modify, removing a password, restricting editing changes in a document, adding a digital signature.

Lesson Ten: Saving as a web page, using web layout view, applying a page colour, inserting and using a hyperlink, inserting a SmartArt diagram, modifying a SmartArt diagram, inserting a chart, modifying a chart.

Benefits
- **Learn how to use this popular word processing program**
- **The flexibility and value of a self-study course designed to enable you to work at your own pace**
- **A workbook to use as a reference guide on completion of the course**
- **The opportunity to gain the widely recognised Pitman Training Certificate**

Course duration: **22 hours**

Make sure this course is right for you - have a friendly chat with a Course Adviser, arrange to drop in to have a FREE taster or book a place...

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