Microsoft Office Word 2010: Level 2

Objectives: You will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

Designed for: This course is designed for people 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 people preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

Prerequisites: Learners should be able to use Microsoft Word 2010 to create, edit, format, save, and print basic business documents containing text, tables, and graphics.

Course Content:

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 Customized Formats with Styles and Themes
- Create or Modify a Text Style
- Create a Custom List or Table Style
- Apply Default and 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
- 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

Using Templates to Automate 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

Duration: 6 hours