MS OFFICE - WORD 2010 - LEVEL 2

OVERVIEW
Students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

Duration - 1 Day

OBJECTIVES
Upon successful completion of this course, students will be able to: - manage lists. - customize tables and charts. - customize the formatting of a document using styles and themes. - modify pictures in a document. - create customized graphic elements. - insert content using Quick Parts. - control text flow. - use templates to automate document creation. - use the mail merge function. - use macros to automate common tasks.

WHO SHOULD ATTEND?
This course is designed for students 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 students preparing for the Microsoft Office Specialist exams for Microsoft Word 2010.

SUMMARY CONTENT

Lesson 1:
Managing Lists
Sort a List
Renumber a List
Customize a List

Lesson 2:
 Customizing Tables and Charts
Sort Table Data
Control Cell Layout
Perform Calculations in a Table
Create Charts

Lesson 3:
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

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Lesson 4:
Modifying Pictures
Resize a Picture
Adjust the Picture Appearance Settings
Wrap Text Around a Picture
Insert and Format Screenshots in a Document

Lesson 5:
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

Lesson 6:
Inserting Content Using Quick Parts
Insert Building Blocks
Create Building Blocks
Modify Building Blocks
Insert Fields Using Quick Parts

Lesson 7:
Controlling Text Flow
Control Paragraph Flow
Insert Section Breaks
Insert Columns
Link Text Boxes to Control Text Flow

Lesson 8:
Using Templates to Automate Document Creation
Create a Document Based on a Template
Create a Template

Lesson 9:
Automating the Mail Merge
Use the Mail Merge Feature
Merge Envelopes and Labels
Create a Data Source Using Word
Lesson 10: Using Macros to Automate Tasks
Automate Tasks Using Macros , Create a Macro