



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
Renummer 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



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

