Microsoft Office Word 2010: Level 2

Course Duration: 1 day

Course Description

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

Target Student: 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 Microsoft Word 2010.

Prerequisites: Students should be able to use Microsoft Word 2010 to create, edit, format, save, and print basic business documents containing text, tables and graphics. Students can obtain this level of skill by taking the following course:

- Microsoft® Office Word 2010: Level 1

Certification:
This course is one of a series of courseware titles that addresses Microsoft Office Specialist skill sets. The Microsoft Office Specialist program is for individuals who use Microsoft's business desktop software and seek recognition for their expertise with specific Microsoft products. Certification candidates must pass one or more proficiency exams in order to earn the Microsoft Office Specialist certification.

Course Objectives:
Upon successful completion of this course, students will be able to:

- Manage lists.

- Customise tables and charts.

- Customise the formatting of a document using styles and themes.

- Modify pictures in a document.

- Create customised 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.

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Course Content

Lesson 1: Managing Lists
 Topic 1A: Sort a List
 Topic 1B: Renumber a List
 Topic 1C: Customize a List

Lesson 2: Customizing Tables and Charts
 Topic 2A: Sort Table Data
 Topic 2B: Control Cell Layout
 Topic 2C: Perform Calculations in a Table
 Topic 2D: Create Charts

Lesson 3: Creating Customized Formats with Styles and Themes
 Topic 3A: Create or Modify a Text Style
 Topic 3B: Create a Custom List or Table Style
 Topic 3C: Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures
 Topic 4A: Resize a Picture
 Topic 4B: Adjust the Picture Appearance Settings
 Topic 4C: Wrap Text around a Picture
 Topic 4D: Insert and Format Screenshots in a Document

Lesson 5: Creating Customized Graphic Elements
 Topic 5A: Create Text Boxes and Pull Quotes
 Topic 5B: Draw Shapes
 Topic 5C: Add WordArt and Other Special Effects to Text
 Topic 5D: Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts
 Topic 6A: Insert Building Blocks
 Topic 6B: Create Building Blocks
 Topic 6C: Modify Building Blocks
 Topic 6D: Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow
 Topic 7A: Control Paragraph Flow
 Topic 7B: Insert Section Breaks
 Topic 7C: Insert Columns
 Topic 7D: Link Text Boxes to Control Text Flow

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

**For more information, or to book your course, please call Sense IT on 0870 4296445
Or visit our web site –www.sensetraining.co.uk**

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Lesson 9: Automating the Mail Merge
> **Topic 9A:** Use the Mail Merge Feature
> **Topic 9B:** Merge Envelopes and Labels
> **Topic 9C:** Create a Data Source Using Word

Lesson 10: Using Macros to Automate Tasks
> **Topic 10A:** Automate Tasks Using Macros
> **Topic 10B:** Create a Macro