

Word 2010 - Part 2 – Intermediate

Course Overview

In this course, students will create complex documents and build personalized efficiency tools using Microsoft Office Word 2010.

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.

Course Objectives

In this course, students will learn to:

- Work with tables and charts.
- Customize formats using styles and themes.
- Use images in a document.
- Create custom graphic elements.
- Insert content using Quick Parts.
- Control text flow.
- Use templates.
- Use mail merge.
- Use macros.

Course Prerequisites

Word 2010 - Part 1

Next Steps and Related Courses

Word 2010 - Part 3

Course Outline

1 - Working with Tables and Charts

- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

2 - Customizing Formats Using Styles and Themes

- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

3 - Using Images in a Document

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text

- Insert and Format Screenshots
- 4 - Creating Custom Graphic Elements
- Create Text Boxes and Pull Quotes
 - Draw Shapes
 - Add WordArt and Other Text Effects
 - Create Complex Illustrations with SmartArt
- 5 - Inserting Content Using Quick Parts
- Insert Building Blocks
 - Create and Modify Building Blocks
 - Insert Fields Using Quick Parts
- 6 - Controlling Text Flow
- Control Paragraph Flow
 - Insert Section Breaks
 - Insert Columns
 - Link Text Boxes to Control Text Flow
- 7 - Using Templates
- Create a Document Using a Template
 - Create a Template
- 8 - Using Mail Merge
- The Mail Merge Features
 - Merge Envelopes and Labels
 - Create a Data Source Using Word
- 9 - Using Macros
- Automate Tasks Using Macros
 - Create a Macro
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