

# Microsoft Word 2010 Advanced


**2 day  
Course**

**Course Objectives** This course offers an understanding of the advanced capabilities of Word and aims to give delegates the confidence to integrate the software effectively and efficiently into their work place. On completion of the course, delegates will be able to design documents to suit their own working environment.

**Pre-requisite** Delegates are required to be competent in all Proficiency level skills before attending the Expert training course.

## Course Content

### Day 1

Module 1 **Customising Paragraphs** - Control Pagination. Sort paragraphs in lists.

Module 2 **Formatting Documents** - Create and format document sections. Create and apply quick styles. Modify styles. Character styles. Use the styles task pane. Create and update tables of contents, figures, and indexes. Create cross-references. Add and revise endnotes and footnotes. Use Outline view. Create and manage master documents and subdocuments.

Module 3 **Workgroup Collaboration** - Track, accept, and reject changes to documents. Merge input from several reviewers. Route documents. Protect documents. Restrict formatting styles. Restrict selective regions for editing.

Module 4 **Creating and modifying Graphics** - Create, modify, and position shapes and graphics. Create and modify charts using data from other applications.

### Day 2

Module 5 **Customising Tables** - Use Excel data in tables. Perform calculations in Word tables. Sort a table.

Module 6 **Using Mail Merge** - Merge letters from an Excel or Access data source. Merge labels. Merge data from Outlook contacts. Email merge.

Module 7 **Forms** - Create and modify forms using controls. Protect a form. Protect sections.

Module 8 **Templates** – Create a new template. Edit templates. Define default file locations for user and workgroup templates.

Module 9 **Customising Word** –Add the Developer tab. Protected view. Macro security. Create, edit, and run macros. Backstage settings.

Module 10 **Web documents** - Insert and modify hyperlinks to other documents and Web pages. Create and edit Web documents in Word. Pasting text from a website.