



## Computer Consultants Corporation

### Microsoft Word 2010

### Advanced

Length of course: 1 class day (6 hours)

Objective(s): To expand intermediate skills, including advanced techniques for working with tables and graphics, creation of macros and forms, and Word's integration and collaboration features.

Prerequisites: Intermediate Microsoft Word 2010 or demonstrated familiarity with its topics.

---

#### Using Mail Merge

- Inserting a field
- Modifying a date field
- Specifying a starting document and recipient list
- Customizing a form letter
- Merging recipient list data with a form letter
- Data sources for the recipient list
- Mailing labels and envelopes

#### Objects and backgrounds

- Inserting content from other applications
- Changing the document background
- Adding a watermark
- Applying themes

#### Using macros

- Recording and running macros
- Modifying and deleting macros

#### Working with forms

- Creating forms
- Adding field labels
- Protecting forms
- Setting permissions for a user
- Sharing and securing documents
- Using the Compatibility Checker
- Using the Document Inspector
- Discussing digital signatures

#### Customizing Word

- Customizing the Ribbon
- Hiding and removing tabs and groups
- Customizing the Quick Access toolbar
- Adding a macro to the Quick Access toolbar
- Customizing keyboard shortcuts

#### Long documents

- Master documents
- Inserting subdocuments
- Tables of contents and figures
- Creating and modifying a table of contents
- Adding text to a table of contents
- Adding captions
- Inserting and updating a table of figures
- Indexes, bibliographies, and other references
- Creating and updating a table of authorities
- Using footnotes
- Bookmarks and cross-references
- Web frames