



Computer Consultants Corporation

Microsoft Word 2010

Intermediate

Length of course: 1 class days (6 hours)

Objective(s): To expand on basic skills, including using more advanced formatting techniques, create tables and charts, and use section breaks and other features to create more sophisticated documents in Microsoft Word.

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

Styles and outlines

- Examining formatting
- Using the Reveal Formatting pane
- Creating styles
- Controlling pagination by using styles
- Modifying styles
- Exporting a style
- Working with outlines

Sections and columns

- Creating and formatting sections
- Inserting and deleting section breaks
- Inserting section headers and footers
- Formatting section page numbers
- Formatting text into columns
- Inserting column breaks
- Adding a heading across columns

Formatting tables

- Table formatting basics
- Borders and shading
- Sorting table data
- Repeating the header row
- Entering a formula in a table
- Applying table styles
- Using and modifying table style options

Printing labels and envelopes

- Labels
- Printing multiple labels for a single address
- Envelopes

Templates and building blocks

- Template basics
- Saving a template in the Templates folder
- Building blocks
- Using the Building Blocks Organizer
- Creating and Modifying building blocks
- Document properties
- Protecting a document
- Viewing document statistics and properties

Graphics

- Creating diagrams
- Using the Drawing tools
- Arranging multiple objects
- Formatting text graphically
- Using WordArt

Managing document revisions

- Tracking changes
- Viewing changes by different reviewers
- Managing multiple documents simultaneously
- Merging revisions
- Working with comments

Web features

- Web pages
- Previewing a document as a Web page
- Saving a document as a Web page
- Hyperlinks