WORD 2010 ADVANCED TRAINING

COURSE LENGTH: 1.0 DAYS

Mastery of Word 2010 is a highly-desired skill in the workplace. The PD Training Word 2010 Advanced training course, the third and final course in the Word 2010 series, completes the training provided by the previous two courses in the series and elevates your Word 2010 skills to the expert level.

This course teaches you advance topics on how to: use the various features to create master documents with a table of contents, footnotes, endnotes, a table of figures, bookmarks, cross-references, an index, and Web frames, insert & modify linked or embedded objects, insert a watermark and much more.

This comprehensive course is now available in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide.

Please click the In-House Training tab to receive a free quote for courses delivered at your preferred location.

WORD 2010 ADVANCED TRAINING COURSE OUTLINE

FOREWORD

This Word 2010 Advanced training course running in London, Birmingham, Leeds, Glasgow, Sheffield, Bradford, Edinburgh, Liverpool, Manchester and UK wide, is rated 5.0/5.0 in overall quality by ProCert Labs, builds on the skills and concepts taught in Word 2010: Intermediate. Participants will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

This course will help participants prepare for the Microsoft Office Specialist core-level exam for Word 2010 (exam 77-881) and the Microsoft Office Specialist Expert exam for Word 2010 (exam 77-887). For comprehensive certification training, students should complete the Introduction, Intermediate, and Advanced courses for Word 2010.

Prerequisites:

Word 2010: Intermediate or equivalent experience.

OUTCOMES

▶ Insert and modify mail merge fields
▶ Specify a starting document & recipient list for a mail merge
▶ Customise a form letter
▶ Create a recipient list
▶ Sort and filter records
▶ Prepare & print mailing labels
▶ Create envelope documents from a recipient list
▶ Insert & modify linked or embedded objects
▶ Apply background colours to documents
▶ Apply fill effects to documents
▶ Apply themes to documents
▶ Insert a watermark
▶ Enter data on a form
▶ Protect a form
▶ Set permissions for form users
▶ Use the Compatibility Checker
▶ Use the Document Inspector
▶ Publish a file as an XPS document
▶ Use digital signatures
▶ Record macros to automate tasks
▶ Run macros
▶ Modify macros
▶ Copy & delete macros
▶ Add tabs, groups & commands to the Ribbon
▶ Add buttons to the Quick Access toolbar
▶ Create a master document
▶ Add a cover page
▶ Generate & update a table of contents

- Generate & update a table of figures
- Create a table of authorities
- Create an index
- Create a bibliography
- Create footnotes
- Work with bookmarks
- Work with cross-references
- Add frames to a Web page document
- Attach an XML schema
- Apply XML tags to content
- Modify XML options
- Use XML transforms & style sheets

MODULES

Lesson 1: Introduction

- Introduction
- Personal learning goals of each participant
- Plan and structure for the day

Lesson 2: Using Mail Merge

- Form letters
- Data sources for the recipient list
- Mailing labels and envelopes

Lesson 3: Objects and backgrounds

- Inserting content from other applications
- Changing the document background

Lesson 4: Using macros

- Recording and running macros
- Modifying and deleting macros

Lesson 5: Working with forms

- Creating forms
- Protecting forms
- Sharing and securing documents

Lesson 6: Customising Word

- Customising the Ribbon
- Customising the Quick Access toolbar
- Customising keyboard shortcuts

Lesson 7: Long documents

- Master documents
- Tables of contents and figures
- Indexes, bibliographies and other references
- Bookmarks and cross-references
- Web frames

Lesson 8: XML features

- Working with XML

WEB LINKS

- View this course online