

WORD 2010 INTERMEDIATE TRAINING

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COURSE LENGTH: 1.0 DAYS

The Word 2010 Intermediate course, the second in the 3-part Word 2010 series, builds on the skills and concepts taught in Word 2010: Introduction, to provide you with an understanding of how to use the basic and additional features of Word 2010 with ease and confidence.

This training course teaches you how to: insert & modify drop caps and comments, insert pull quotes & hyperlinks, track revision changes while editing, create & format organisational charts, change table borders, shading; & row height, use templates & building blocks, protect a document and much more.

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

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WORD 2010 INTERMEDIATE TRAINING COURSE OUTLINE

FOREWORD

This Word 2010 Intermediate 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: Introduction](#). Participants will work with styles, sections, and columns and will use the Navigation pane to work with outlines. They will format tables, print labels and envelopes, and work with graphics. They will also use document templates, manage document revisions, and work with Web features.

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, participants should complete the [Introduction](#), [Intermediate](#), and [Advanced](#) courses for Word 2010.

Prerequisites:

[Word 2010: Introduction](#) or equivalent experience.

OUTCOMES

- ▶ Use the Reveal Formatting pane
- ▶ Apply, modify, override & export styles
- ▶ Create styles by example
- ▶ Base one style on another
- ▶ Create, organise & format section breaks
- ▶ Format sections
- ▶ Insert section headers & footers
- ▶ Format section page numbers
- ▶ Align text in a table cell
- ▶ Merge & split table cells
- ▶ Change row height
- ▶ Change table borders & shading
- ▶ Sort table data
- ▶ Split a table
- ▶ Repeat a table's header row
- ▶ Enter formulas in tables
- ▶ Apply & modify table styles
- ▶ Print labels & envelopes
- ▶ Use templates
- ▶ Use building blocks
- ▶ Protect a document
- ▶ View & edit document properties
- ▶ Create & format organisational charts
- ▶ Draw & modify shapes
- ▶ Insert & format text boxes
- ▶ Change a shape into another
- ▶ Use WordArt

- ▶ Insert & modify drop caps
 - ▶ Insert pull quotes
 - ▶ Track changes while editing
 - ▶ Review & accept revisions
 - ▶ Insert & modify comments
 - ▶ Preview & save documents as Web pages
 - ▶ Insert hyperlinks
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MODULES

Lesson 1: Styles and outlines

- ▶ Examining formatting
- ▶ Creating styles
- ▶ Modifying styles
- ▶ Working with outlines

Lesson 2: Sections and columns

- ▶ Creating and formatting sections
- ▶ Working with columns

Lesson 3: Formatting tables

- ▶ Table formatting basics
- ▶ Borders and shading
- ▶ Table data
- ▶ Table styles

Lesson 4: Printing labels and envelopes

- ▶ Labels
- ▶ Envelopes

Lesson 5: Templates and building blocks

- ▶ Template basics
- ▶ Building blocks
- ▶ Document properties

Lesson 6: Graphics

- ▶ Creating diagrams
- ▶ Using the Drawing tools
- ▶ Formatting text graphically

Lesson 7: Managing document revisions

- ▶ Tracking changes
- ▶ Working with comments

Lesson 8: Web features

- ▶ Web pages
 - ▶ Hyperlinks
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WEB LINKS

- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)