



## Word 2010 Advanced

### Course Aims

The aim of this course is to introduce you to more of Word's many features, including styles, complex headers and footers, outlining, tables and references, reviewing, advanced merge, templates, desktop publishing with word, macros and customisation.

### Learning Outcomes

Upon completion of this course the participant will be able:

- ❖ Use manuals and on-line help to solve operation problems
- ❖ Use Styles effectively to speed up formatting tasks
- ❖ Apply paragraph numbering and outline levels to paragraphs
- ❖ Create Tables and references including Table of Contents, Indexes and Cross References
- ❖ Use word's tracking and comment features to electronically review a document
- ❖ Create and use templates which include stop codes and fields
- ❖ Create different Header and footers for odd, even and first pages
- ❖ Perform a mail merge specifying criteria for selecting certain records and using Word fields
- ❖ Combine text and graphics in a document, including ClipArt, WordArt and Watermarks

### Course Content

#### Styles

- Styles
- Quick Styles Gallery
- Using the Styles Inspector
- Creating a Style
  - Creating a New Style By Example
  - Creating a New Style through the Styles Window
- Assigning a Shortcut Key
- Applying Styles to Paragraphs
  - Using the Shortcut Keys
- Modifying Styles
- Deleting Styles

#### Complex Headers And Footers

- Headers And Footers
  - Setting Up The Sections
  - Creating a Different First Page Header or Footer
  - Odd and Even Page Headers or Footers
  - Adding Different Headers and Footers in Different Parts of A Document

#### Outline

- What is Outline?
- Outline View
- The Outline Ribbon
- Applying Heading Styles using the Outline options
- Viewing Your Document in Outline View
- Reorganising Your Document using the Outline icons
- Changing Heading Text back to Normal Text
- Creating Numbered Headings
- Master And Sub-Documents
  - Inserting a Sub-Documents
  - Opening a Sub-Documents from Within the Master Document
  - Locking a Sub-Documents
  - Removing a Sub-Documents

#### Tables And References

- Table of Contents
  - Creating a Table of Contents Using Heading Styles
  - Using Custom Styles in a Table of Contents
  - Creating TC Field Codes
  - Removing a Table of Contents

- Creating a Table of Contents using  
Heading Styles and {TC} Fields
- Updating A Table Of Contents
- Indexes
- Creating An Index Using A Concordance  
File

- Creating An Index Using Mark Entry
- Generating an Index
- Cross References
- Creating a Cross-Reference to a  
Numbered Item

- Footnotes
- Footnotes vs Endnotes
- Inserting a Footnote
- Editing a Footnote
- Inserting an End Note

### **Reviewing Documents**

- What is Reviewing?
- Tracking Changes
- Track Changes While Editing
- Setting Track Changes Options
- Disabling Track Changes
- Accepting or Rejecting Changes
- The Reviewing Pane
- Inserting Comments
- Comparing Documents
- Combining Multiple Versions

### **Advanced Merge**

- Revision Of Basic Merging
- Restricting Records
- Printing Specific Number of Records
- Selecting Records On Criteria
- Using "If" Statements
- Using Data from Other Applications

### **Templates**

- What Is A Template?
- Creating A Template  
To Use Your Template
- Creating Templates With Stop Codes
- Inserting Fill-In Fields

## **Desktop Publishing With Word**

- Overview of Desktop Publishing Features
- Page Border
- WordArt
- Inserting WordArt
- Modifying WordArt
- Changing the Size of Your WordArt
- Changing the Shape of Your WordArt
- Changing the Colour of WordArt
- Changing the Way Text Wraps to  
WordArt
- Inserting a Clipart
- Creating a Watermark

### **Macros**

- What Is A Macro?
- Recording Macros
- Assigning Macros To A Button on the  
Quick Access Toolbar
- Assign a Shortcut Key to a Macro
- Deleting A Macro

### **Customising**

- Customise the Ribbon
- Add New Tabs to the Ribbon
- Assign Options to the New Tab

### **Course Duration**

**Two Days     9:00am To 4:00pm**

**Venue:**        3-5 Bennett Street (Gr. Fl.)  
East Perth WA 6004

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