



computer training options

Microsoft Word 2010 **Advanced Training**

Introduction:

The skills and knowledge acquired in this course are sufficient to be able to use and operate the software at an advanced level especially as it relates to creating more complex documents and also automating document procedures.

Learning Outcomes:

At the completion of MS Word Advanced course you should be able to:

- apply various page layout techniques
- save a document as a PDF and view it in a PDF reader
- customise mail merges
- insert and work with text boxes
- create and work with SmartArt
- create and use building blocks
- create, use and delete bookmarks
- create and work with a table of contents in a document
- create and work with an index in a document
- create and use interactive fields.
- create and use master documents to manage long and complex documents
- create and remove several forms of protection for your document
- create and work with electronic forms in Word
- create and work with macros
- insert content from other sources

Target Audience:

Microsoft Word 2010 Level 3 is designed for users who are keen to extend their understanding and knowledge of Word beyond creating basic documents.

Duration:

1 Day

Courseware:

High quality learning materials are available for purchase by participants.

Participants will also be presented with a certificate of achievement upon completion of the course.

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Course Content

Page Techniques

Inserting A Cover Page
Inserting A Blank Cover Page
Inserting A Watermark
Creating A Watermark
Removing A Watermark
Applying Page Colours
Applying A Page Border
Applying Lines To A Page

Saving To PDF

Understanding PDF
Saving A Document As A PDF
Viewing A PDF File

Mail Merge Techniques

Running A Saved Merge
Excluding Recipients
Filtering Recipients
Sorting Recipients
Selecting Another Data Source
Applying An If...Then...Else... Rule
Applying A Fill-In Rule

Text Boxes

Understanding Text Boxes
Inserting A Preformatted Text Box
Typing Text Into A Text Box
Positioning A Text Box
Resizing A Text Box
Deleting A Text Box
Drawing A Text Box
Formatting A Text Box

SmartArt

Understanding SmartArt
Inserting A SmartArt Graphic
Inserting Text
Adding Shapes Below
Adding Shapes Above
Adding Shapes Before And After
Adding An Assistant
Promoting And Demoting
Switching Right To Left
Positioning SmartArt
Resizing SmartArt
Applying A Different Layout
Applying A Colour Scheme
Applying A SmartArt Style
Deleting SmartArt Shapes

Building Blocks

Understanding Building Blocks
Inserting A Building Block
Creating Building Blocks

Saving Building Blocks
Inserting Quick Parts
Editing Building Blocks
Deleting Building Blocks
Saving Building Blocks To A Template
AutoText Versus Quick Parts

Bookmarks

Creating Bookmarks
Navigating With Bookmarks
Deleting Bookmarks

Table Of Contents

Understanding Tables Of Contents
Inserting A Built-In Table Of Contents
Navigating With A Table Of Contents
Updating Page Numbers
Updating A Table Of Contents
Customising A Table Of Contents
Formatting A Table Of Contents

Indexing

Understanding Indexing
Marking Index Entries
Creating An AutoMark File
Marking Index Entries With An AutoMark File
Removing Marked Entries
Generating An Index
Modifying The Index Format
Updating An Index

Fields

Understanding Fields
The Field Dialog Box
Inserting A Document Information Field
Setting Field Properties
Showing And Hiding Field Codes
Showing And Hiding Field Shading
Inserting Formula Fields
Inserting A Date And Time Field
Updating Fields Automatically When Printing
Locking And Unlocking Fields
Applying A Number Format

Interactive Fields

Understanding Interactive Fields
Inserting a FILLIN Field
Typing Fields Codes
Activating Interactive Fields
Inserting An ASK Field
Using REF To Display Bookmarks
Activating Fields Automatically

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Master Documents

- Understanding Master Documents
- Creating A Master Document
- Creating Subdocuments
- Changing Master Documents Views
- Inserting Subdocuments
- Formatting A Master Document
- Editing Subdocuments
- Restructuring A Master Document
- Merging Subdocuments
- Deleting Subdocuments
- Unlinking Subdocuments
- Why Master Documents Are Misunderstood

Tracking Changes

- Understanding Tracking Changes
- Enabling And Disabling Tracked Changes
- Changing Tracking Options
- Showing Revisions In Balloons
- Showing Revisions Inline
- Showing And Hiding Revisions
- Showing Specific Types Of Revisions
- Showing And Hiding The Reviewing Pane
- Accepting And Rejecting Changes

Protecting Documents

- Understanding Document Protection
- Making A Document Read-Only
- Working With A Read-Only Document
- Restricting Formatting
- Working With Formatting Restrictions
- Restricting Editing
- Making Exceptions
- Stopping Document Protection

Electronic Forms

- Understanding Electronic Forms In Word
- Creating A Form
- Understanding Content Controls
- Displaying The Developer Tab
- Inserting Text Controls
- Setting Content Control Properties
- Inserting The Date Picker Control
- Inserting Prompt Text
- Inserting Formulas
- Inserting A Combo Box Control
- Inserting A Drop-Down List Control
- Protecting And Saving The Form
- Completing An Electronic Form
- Editing A Protected Form
- Deleting A Content Control

Macros

- Understanding Macros In Word
- Setting Macro Security
- Saving A Document As Macro- Enabled
- Recording A Macro

Running A Macro

- Assigning A Macro To The Toolbar
- Assigning A Keyboard Shortcut To A Macro
- Editing A Macro
- Deleting A Macro
- Creating A MacroButton Field
- Copying A Macro
- Tips For Developing Macros

Importing

- Understanding Importing
- Importing Text
- Importing Excel Data
- Importing Linked Excel Data
- Importing And Embedding Excel Data
- Modifying Embedded Excel Data

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