



computer training options

Microsoft Word 2010 Intermediate Training

Introduction:

This course aims to enhance existing Microsoft Word skills by covering more specific documentation creation aspects such as working with multiple documents, formatting in tables, tab, lists, merging, section breaks, templates, and working with pictures and illustrations.

Learning Outcomes:

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

- modify Word options
- work with the Navigation pane
- work with multiple documents
- use a range of formatting techniques to position text and paragraphs
- create and work with various types of tabs
- define and modify lists
- use table features to improve the layout and format of tables
- create and use building blocks
- create and apply styles
- create and work effectively with themes
- create and use templates
- learn how to work with section breaks
- insert headers and footers into a document
- use the Mail Merge Wizard to perform mail merges
- insert and work with pictures, illustrations and WordArt in a Word document

Target Audience:

Microsoft Word 2010 Intermediate is designed for Microsoft Word users who are keen to extend their understanding and knowledge of the software beyond basic document creation.

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

Setting Word Options

Understanding Word Options
Personalising Word
Setting Display Options
Understanding File Locations
Setting File Locations
Understanding Save Options
Setting Save Options

Navigation Pane

Navigating Documents
Viewing Headings
Editing Headings
Adding Headings
Moving Headings

Multiple Documents

Opening Multiple Documents
Switching Between Open Documents
Arranging All
Viewing Side By Side
Synchronised Scrolling
Resetting The Window Position

Formatting Techniques

Applying First Line Indents
Applying Hanging Indents
Applying Right Indents
Understanding Pagination
Controlling Widows And Orphans
Keeping Paragraphs Together
Keeping Lines Together
Inserting A Page Break
Applying Hyphenation To Text
Hiding Text
Inserting A Drop Cap
Understanding Returns
Inserting Hard And Soft Returns
Removing Returns
Revealing Formatting

Tabs

Using Default Tabs
Setting Tabs On The Ruler
Modifying Tabs On The Ruler
Setting Tabs In The Tabs Dialog Box
Setting Tab Leaders
Setting Bar Tabs
Setting Mixed Tabs
Removing Tabs

Lists

Understanding Lists
Applying Bullets
Defining A Bullet

Modifying A Bullet
Applying Numbering
Defining A Number Format
Renumbering A List
Understanding Multilevel Lists
Applying A Multilevel List
Promoting And Demoting List Items
Defining A Multilevel List
Creating A Multilevel List Style
Modifying A Multilevel List Style

Table Features

Creating A Table From Text
Aligning Data In Cells
Inserting Formulas Into A Table
Updating Formulas In A Table
Sorting Table Data
Merging Table Cells
Splitting Table Cells
Displaying Table Gridlines
Understanding Table Properties
Aligning Tables
Changing The Direction Of Text
Repeating Heading Rows
Converting A Table To Text

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

Styles

Understanding Styles
Applying Paragraph Styles
Applying Character Styles
Creating A Quick Style
Creating A Paragraph Style
Creating A Character Style
Applying Custom Styles

Themes

Understanding Themes
Applying A Theme
Modifying Theme Colours
Modifying Theme Fonts
Saving A Custom Theme
Downloading And Installing A Theme
Applying A Theme To A Template
Resetting A Theme

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Templates

- Understanding Templates
- Using A Sample Template
- Downloading An Online Template
- Creating A Template
- Modifying A Template
- Using A Custom Template
- Attaching A Template To A Document
- Copying Styles Between Templates
- Creating A Template From A Template
- Tips For Developing Templates

Section Breaks

- Understanding Section Breaks
- Inserting A Next Page Break
- Inserting A Continuous Section Break
- Inserting An Even Page Section Break
- Inserting An Odd Page Section Break

Headers And Footers

- Understanding Headers And Footers
- Inserting Headers And Footers
- Inserting A Blank Header
- Inserting A Blank Footer
- Switching Between Headers And Footers
- Editing Headers And Footers
- Inserting Page Numbering
- Inserting Date Information
- Inserting Document Information
- Formatting Header And Footer Text

Mail Merging

- Understanding Mail Merging
- Understanding Mail Merge Terminology
- The Mail Merge Wizard Process
- Selecting The Starting Document
- Selecting A Recipient List
- Inserting Merge Fields
- Previewing The Merged Documents
- Completing The Merge

Pictures

- Understanding Pictures
- Inserting A Picture
- Changing The Picture
- Removing A Picture Background
- Correcting Pictures
- Changing Picture Colouring
- Applying Artistic Effects
- Changing Picture Styles
- Changing Picture Effects
- Repositioning Pictures
- The Picture Format Short Cut Menu
- Changing The Picture Layout

Drawing And Illustrating

- Understanding Illustrations
- Inserting Clip Art
- Modifying Clip Art
- Inserting Shapes
- Modifying Shapes
- Inserting Text Into A Shape
- Custom Text Wrapping
- Finding And Selecting Shapes
- Using A Canvas
- Inserting Screen Shots
- Inserting A Screen Clip
- Understanding SmartArt
- Creating A SmartArt Image
- Adding Text To SmartArt
- Changing The SmartArt Style
- Changing Colours In A SmartArt Image
- Changing A SmartArt Layout
- Adding More Shapes To SmartArt
- Resizing SmartArt

WordArt

- Understanding WordArt
- Applying WordArt
- Positioning WordArt
- Editing WordArt Text
- Formatting WordArt Text
- Applying Text Effects
- Deleting WordArt

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