

# Microsoft Word 2010 – Level 3

Length: 1 day

## Who should attend?

This course is intended for participants who are familiar with Microsoft Word 2010.

## Prerequisites

Microsoft Office Word 2010 - Level 2

## Course Objectives

Upon completion of the course, participants will be able to accomplish the following:

- Assign themes and insert graphics to add visual appeal to documents and Web pages created in Microsoft Word 2010, including the use of clip art, WordArt, SmartArt, charts, and shapes.
- Divide documents into separate sections, add headers and footers, and divide pages into multiple text columns.
- Use Outline view to organize documents, create tables of contents and indexes, add references to help navigate and display document information, sort lists in regular text and tables, and set up mathematical formulas in Word tables.
- Track document changes, insert comments, protect documents from being changed, and compare and merge documents.
- Record and edit macros to automate repetitive actions, assign keyboard shortcuts to macros, and customize the Quick Access Toolbar to quickly access macros and commands.

## Course Content

### Creating and Managing Tables

Creating Tables ; Modifying and Formatting Tables ;

### Using Mail Merge

Mail Merge Overview ; Form Letters ; Data Sources ; Envelopes ; Mailing Labels ;

### Managing Styles

Styles Overview ; Applying Styles ; Modifying Styles ; Creating Styles ; Copying Styles ;

### Reusing Data and Content

Quick Parts Overview ; Working with Document Properties ; Working with Building Blocks ;

### Working with Templates and Forms

Using Templates ; Creating Templates ; Working with Forms ;

