



Microsoft Word 2010 Advanced (12 hours)

Using Templates, Styles and Theme

- Creating a Template
- Opening a Template
- Changing a Template
- Apply a Quick Style
- Changing a Style Set
- Creating and Modifying Styles
- Managing Styles
- Understanding Themes

Working with Long Documents

- Creating an Outline
- Navigating a Long Document
- Inserting a Table of Contents
- Inserting Building Blocks Using Quick Parts
- Creating Footnotes or Endnotes
- Creating a Bookmark
- Creating Captions
- Creating a Table of Figures
- Inserting Cross References
- Adding a Cover Page
- Creating Headers and Footers
- Finding Topics in a Long Documents

Creating Mail Merge

- Starting Mail Merge
- Importing Data from a Database, Spreadsheet
- Creating a Form Letter
- Previewing the Mail Merge

- Completing the Mail Merge
- Merging to E-mail
- Creating Merged Mailing Labels
- Creating Merged Envelopes

Collaborating with Other People

- Preparing for Comments and Track Changes
- Working with Comments
- Using Track Changes
- Modifying Track Changes Options
- Comparing and Merging Documents

Protecting and Securing Documents

- Adding Password Protection to a Document
- Restricting Formatting and Editing.

Creating Forms with Word

- Add Controls to a Document
- Set or Change Control Properties
- Protecting Your Online Form

Macro

- Understanding How Macros Automate Your Work
- Setting Popular Word Options
- Accessing Commands Not in the Ribbon
- AutoText
- Research