

Microsoft Word 2010 Advanced

Course length

1 day

Who is it for?

This course is designed for users who are keen to extend their understanding and knowledge of the software. The course assumes the delegate has completed the Microsoft Word Introduction and Intermediate course or has equivalent knowledge. The recommended maximum is 8 delegates.

What will I learn?

On completion of the course delegates will be able to:

- Use the Mail Merge Wizard to perform mail merges
- Produce address labels from a mailing list
- Work with various page techniques
- Save a document as a PDF and view it in a PDF reader
- Perform more complex merge operations
- Create and work with SmartArt
- Create, use and delete bookmarks
- Create and delete cross-references
- Work with footnotes and endnotes
- Create and use building blocks
- Create and use AutoText entries
- Work with document properties
- Create and modify fields
- Create and use interactive fields.
- 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

Course style

The course will be highly interactive, encouraging participation and making use of exercises. There will be the opportunity for skills practice and review in each section

Course materials

Course manuals are provided to each delegate to support topics covered on the workshop. Certificates of attendance will be presented to each participant after training has been completed.



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Course contents

Mail Merge

- Understanding mail merge
- The mail merge wizard process
- Selecting the starting document
- Selecting a recipient list
- Writing the details
- Previewing the letters
- Completing the merge

Merging to labels

- How to produce mailing labels
- How to complete the mailing labels
- Creating mailing labels

Page techniques

- Inserting a cover page
- Inserting a blank cover page
- Adding a watermark
- Creating a custom watermark
- Removing a watermark
- Applying page colours
- Applying page borders
- Applying partial page borders

Saving to PDF

- Understanding PDFing
- Acquiring the add-in
- Saving a document as PDF
- Viewing a PDF

Merging techniques

- Running an existing merge
- Selecting specific recipients
- Filtering recipients for merging
- Sorting recipients for merging
- Merging from another source
- Setting an if rule
- Prompting for information

SmartArt

- Understanding SmartArt
- Creating an organisation chart
- Typing text using the text pane
- Adding peers
- Adding subordinates
- Adding an assistant
- Promoting and demoting
- Switching right to left
- Positioning SmartArt
- Resizing SmartArt using the ribbon

- Resizing SmartArt using the mouse
- Text wrapping around SmartArt
- Changing the layout
- Changing colours
- Changing SmartArt styles
- Deleting a shape from SmartArt

Bookmarks

- Creating bookmarks
- Going to a bookmark
- Deleting bookmarks
- Understanding bookmarks

Cross referencing

- Creating cross references
- Deleting cross references
- Understanding cross referencing

Footnotes and endnotes

- Creating footnotes in a document
- Finding footnotes
- Showing the notes
- Modifying footnotes
- Deleting footnotes
- Creating endnotes
- Finding endnotes
- Modifying endnotes
- Deleting endnotes
- Changing the number schema
- Converting footnotes and endnotes
- Footnotes and endnotes
- The footnote and endnote dialog box

Table of contents

- Understanding a table of contents
- Using a built in table of contents
- Navigating using a table of contents
- Updating page numbers only
- Updating the entire table
- Marking a paragraph for inclusion
- Removing a table of contents
- Using the table of contents dialog box
- Changing the style of the table of contents
- Formatting text in a table of contents
- The table of contents dialog box
- Steps for inserting a table of contents

Indexing

- Marking index entries
- Creating an automark file



Tel: 020 8658 6994
Email: admin@alphatraining.com
Web: www.alphatraining.com

- Using an autemark file
- Deleting unwanted index entries
- Creating an index
- Modifying an index
- Updating an index

Captions

- Understanding captions
- Creating a caption for a table
- Creating a caption for a picture
- Using automatic captions
- Generating a table of figures
- Changing caption labels
- Updating captions

Building blocks

- Understanding building blocks
- Using the building blocks organiser
- Creating quick parts
- Saving building blocks
- Using quick parts
- Editing quick parts
- Deleting quick parts
- Creating template specific building blocks
- AutoText versus quick parts

AutoText

- Understanding AutoText
- Creating AutoText
- Saving AutoText
- Using AutoText
- Editing AutoText entries
- Deleting AutoText entries
- Creating template specific AutoText

Document properties

- Understanding document properties
- Specifying document properties
- Viewing advanced properties
- Inserting properties into a document
- Updating document information
- Removing properties from a document
- Removing personal information

Fields

- Understanding field codes
- Using document information fields
- Showing and hiding field codes
- Seeing fields in a document
- Using formula fields
- Converting fields to text
- Updating fields when printing

- Printing field codes
- Locking and unlocking fields
- Using format switches
- Useful field examples
- The field dialog box
- Fields glossary

Interactive fields

- Understanding interactive fields
- Using fill-in
- Typing fields directly into a document
- Activating interactive fields
- Inserting ask
- Using ref to display bookmarks
- Activating fields automatically

Outlining

- Understanding outlining
- Creating a new outline document
- Working with an outline
- Outline numbering
- Outlining an existing document

Master documents

- Understanding master documents
- Creating a master document
- Creating subdocuments
- Working with master documents
- Inserting subdocuments
- Formatting a master document
- Editing subdocuments
- Merging subdocuments
- Splitting subdocuments
- Deleting subdocuments
- Building a table of contents
- Printing a master document
- Why master documents are misunderstood

Tracking changes

- Understanding tracking changes
- Turning tracking on and off
- Setting tracking options
- Showing revisions in balloons
- Showing revisions inline
- Switching between final and revision
- Specifying what to show
- Displaying the reviewing pane
- Accepting changes
- Rejecting changes



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Protecting documents

- Understanding document protection
- Making a document read only
- Working with a read only document
- Restricting formatting
- Using a document with restricted formatting
- Restricting editing
- Making exceptions
- Stopping protection

Electronic forms

- Understanding electronic forms in word
- Creating a structure for the form
- Understanding content controls
- Displaying the developer tab
- Adding text controls
- Setting content control properties
- Using the date picker control
- Adding numeric controls
- Adding formulas
- Adding a combo box
- Adding a drop-down list
- Protecting and saving the form
- Using and editing an electronic form
- Deleting a content control




Macros

- Understanding word macros
- Setting macro security
- Saving a document as macro enabled
- Recording a simple 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

Inserting from other sources

- Understanding objects and importing
- Inserting text from another document
- Pasting an excel worksheet
- Linking an excel worksheet
- Embedding an excel worksheet
- Modifying an embedded worksheet

How do I book?

-  Call us now on 020 8658 6994
-  Email us at admin@alphatraining.com
-  Download our public course schedule



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