

Microsoft® Word 2010 – Advanced

Duration: 1 day

This course is designed for delegates who wish to learn the more advanced features of Word 2010. Delegates will learn the techniques for creating and using styles, templates, and forms; create contents pages and indexes; apply themes and use macros in their Word documents.

Delegates should have attended a Word 2007 intermediate course or have equivalent knowledge. Please refer to our intermediate overview to check knowledge and understanding at that level prior to attending this course.

Who should attend this course?

Individuals who use the advanced functions of Microsoft Word

Course Objectives

Upon completion of this course participants will be able to:

- Work with and edit styles, templates and themes to create professional documents
- Create and use templates and forms
- Create a master document and sub-master documents
- Create table of contents, cross references and indexes
- Create macro's to help simplify common tasks

Course Outline

Using Styles

- Understanding heading styles
- Structuring documents using heading styles
- Changing style sets
- Creating default styles
- Deleting styles

Themes

- Applying themes
- Editing themes
- Saving themes

Using Building Blocks

- Inserting a cover page
- Editing a cover page
- Creating a table of contents
- Creating default table of contents

Creating an Index

- Using an index
- Creating main index entries
- Creating index subentries
- Typing index entries
- Cross referencing index entries
- Generating an index
- Viewing the {index} field code
- Updating an index

Using Bookmarks

- Working with bookmarks
- Creating bookmarks
- Viewing bookmarks
- Going to a bookmark
- Cross referencing to a bookmark
- Deleting a bookmark

Using Macros

- Recording a macro
- Running a macro
- Editing a macro
- Adding a macro button to a toolbar
- Deleting a macro