

Microsoft Word 2010

Level 3

One Day Workshop

You will work in a small group. You will have your own individual PC and will work through a specifically prepared coursebook, under the direction of a highly experienced, technically qualified trainer.

General Description:

The skills and knowledge acquired in this course are sufficient to be able to use and operate the software at an advanced level especially as it relates to creating more complex documents and also automating document procedures.

What You Will Learn:

At the completion of this course participants will be able to:

- apply various page layout techniques
- save a document as a PDF and view it in a PDF reader
- customise mail merges
- insert and work with text boxes
- create and work with SmartArt
- create and use building blocks
- create, use and delete bookmarks
- create and work with a table of contents in a document
- create and work with an index in a document
- create and use interactive fields.
- create and work with master documents
- 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.

Target Audience

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This course is designed for users who are keen to extend their understanding and knowledge of Word beyond creating basic documents.

Course Content

The course covers:

Page Techniques

- Inserting A Cover Page
- Inserting A Blank Cover Page
- Inserting A Watermark
- Creating A Watermark
- Removing A Watermark
- Applying Page Colours
- Applying A Page Border
- Applying Lines To A Page

Saving To PDF

- Understanding PDF

- Saving A Document As A PDF
- Viewing A PDF File

Mail Merge Techniques

- Running A Saved Merge
- Excluding Recipients
- Filtering Recipients
- Sorting Recipients
- Selecting Another Data Source
- Applying An If Rule
- Applying A Fill In Rule

Text Boxes

- Understanding Text Boxes

- Inserting A Preformatted Text Box
- Typing Text Into A Text Box
- Positioning A Text Box
- Resizing A Text Box
- Deleting A Text Box
- Drawing A Text Box
- Formatting A Text Box

SmartArt

- Understanding SmartArt
- Inserting A SmartArt Graphic
- Inserting Text
- Adding Shapes Below
- Adding Shapes Above

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- Adding Shapes Before And After
- Adding An Assistant
- Promoting And Demoting Positions
- Switching Right To Left
- Positioning SmartArt
- Resizing SmartArt
- Applying A Different Layout
- Applying A Colour Scheme
- Applying A SmartArt Style
- Deleting SmartArt Shapes

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

Bookmarks

- Creating Bookmarks
- Navigating With Bookmarks
- Deleting Bookmarks

Table Of Contents

- Understanding Tables Of Contents
- Inserting A Built-In Table Of Contents
- Navigating With A Table Of Contents
- Updating Page Numbers
- Updating A Table Of Contents
- Customising A Table Of Contents
- Formatting A Table Of Contents

Indexing

- Understanding Indexing
- Marking Index Entries
- Creating An AutoMark File
- Marking Index Entries With An AutoMark File
- Removing Marked Entries
- Generating An Index
- Modifying The Index Format
- Updating An Index

Fields

- Understanding Fields
- The Field Dialog Box
- Inserting A Document Information Field
- Setting Field Properties
- Showing And Hiding Field Codes
- Showing And Hiding Field Shading
- Inserting Formula Fields
- Inserting A Date And Time Field
- Updating Fields Automatically When Printing
- Locking And Unlocking Fields
- Applying A Number Format

Interactive Fields

- Understanding Interactive Fields
- Inserting a FILLIN Field
- Typing Fields Codes
- Activating Interactive Fields
- Inserting An ASK Field
- Using REF To Display Bookmarks
- Activating Fields Automatically

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 Content
- Printing A Master Document
- Why Master Documents Are Misunderstood

Tracking Changes

- Understanding Tracking Changes
- Enabling And Disabling Tracked Changes
- Changing Tracking Options
- Showing Revisions In Balloons
- Showing Revisions Inline
- Showing And Hiding Revisions
- Showing Specific Types Of Revisions

- Showing And Hiding The Reviewing Pane
- Accepting And Rejecting Changes

Protecting Documents

- Understanding Document Protection
- Making A Document Read-Only
- Working With A Read-Only Document
- Restricting Formatting
- Working With Formatting Restrictions
- Restricting Editing
- Making Exceptions
- Stopping Document Protection

Electronic Forms

- Understanding Electronic Forms In Word
- Creating A Form
- Understanding Content Controls
- Displaying The Developer Tab
- Inserting Text Controls
- Setting Content Control Properties
- Inserting The Date Picker Control
- Inserting Prompt Text
- Inserting Formulas
- Inserting A Combo Box Control
- Inserting A Drop-Down List Control
- Protecting And Saving The Form
- Completing An Electronic Form
- Editing A Protected Form
- Deleting A Content Control

Macros

- Understanding Macros In Word
- Setting Macro Security
- Saving A Document As Macro-Enabled
- Recording A 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

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Importing

- Understanding Importing
- Importing Text
- Importing Excel Data

- Importing Linked Excel Data
- Importing And Embedding Excel Data

Concluding Remarks

What You Take Away:

At the completion of the course, you get to take away the extensive coursebook for future reference.

What You Need To Know:

Before you attend this course, you should know how to create a Word document, apply character, paragraph and page formatting. You should also know how to insert and modify tables as well apply borders and shading to a document. (Any participant who does not have this knowledge may be asked to leave the course).

Measure of Success:

A questionnaire or workshop exercise at the end of each course enables participants to evaluate the success of the course and determine the extent of their enhanced productivity.

Certificate:

Upon successful completion of the workshop, you will be issued with an official course certificate

Dates & Times:

Please refer to separate workshop schedule.

Course Policies Warranty:

There are no warranties expressed or implied relating to the content or results of attending a Screen Smart course