

Word 2010: Advanced

1 day

Description

This ILT Series course builds on the skills and concepts taught in Word 2010: Intermediate. Students will perform mail merges, create and use forms, and create master documents that include a table of contents, a table of figures, footnotes, endnotes, an index, bookmarks, cross-references, and Web frames. They will also create macros, customize the ribbon and Quick Access toolbar, and work with XML documents.

Designated as Approved Courseware for the Microsoft Office Specialist program, this course will help students prepare for the Word 2010 exam. For comprehensive certification training, students should complete Word 2010: Basic, Intermediate and Advanced.

Prerequisites

- Word 2010: Intermediate

Course Outline

Unit 1: Using Mail Merge

- Topic A: Form letters
- Topic B: Data sources for the recipient list
- Topic C: Mailing labels and envelopes

Unit 2: Objects and backgrounds

- Topic A: Inserting content from other applications
- Topic B: Changing the document background

Unit 3: Working with forms

- Topic A: Creating forms
- Topic B: Protecting forms
- Topic C: Sharing and securing documents

Unit 4: Using macros

- Topic A: Recording and running macros
- Topic B: Modifying and deleting macros

Unit 5: Customizing Word

- Topic A: Customizing the Ribbon
- Topic B: Customizing the Quick Access toolbar
- Topic C: Customizing keyboard shortcuts

Unit 6: Long documents

- Topic A: Master documents
- Topic B: Tables of contents and figures
- Topic C: Indexes, bibliographies, and other references
- Topic D: Bookmarks and cross-references
- Topic E: Web frames

Unit 7: XML features

- Topic A: Working with XML