

Word 2010 © Advanced



Sutherland Computer Training

Duration: 1 Day

TARGET AUDIENCE

This One-Day Course is ideal for people who need to produce more intricate Word documents.

LEARNING OUTCOMES

Existing skills and knowledge are enhanced by covering more advanced aspects of key topics, such as formatting, tables, and lists, and new features such as merging, envelopes, sections, clip art and graphics are introduced.

Page Techniques

- Inserting a Cover Page + a Blank Cover Page
- Inserting and Creating a Watermark
- Removing a Watermark + 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, Filtering and Sorting Recipients
- Selecting another Data Source
- Applying an If...Then...Else... Rule + a Fill-In Rule

Text Boxes

- Understanding Text Boxes
- Inserting a Preformatted Text Box
- Typing Text into a Text Box
- Positioning and Resizing a Text Box
- Drawing, Formatting and Deleting a Text Box

SmartArt

- Understanding SmartArt
- Inserting a SmartArt Graphic and Text
- Adding Shapes Below, Above, Before and After
- Adding an Assistant
- Promoting and Demoting
- Switching Right to Left
- Positioning and Resizing SmartArt
- Applying a Different Layout and Colour Scheme
- Applying a SmartArt Style
- Deleting SmartArt Shapes

Building Blocks

- Understanding Building Blocks
- Inserting and Creating a Building Block
- Saving Building Blocks
- Inserting Quick Parts
- Editing and Deleting Building Blocks
- Saving Building Blocks to a Template
- AutoText versus Quick Parts

Bookmarks

- Creating and Deleting Bookmarks
- Navigating with Bookmarks

Table of Contents

- Understanding Tables of Contents
- Inserting a Built-In Table of Contents
- Navigating with a Table of Contents
- Updating Page Numbers and Table of Contents
- Customising and 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 and Date and Time Field
- Updating Fields Automatically when Printing
- Locking and Unlocking Fields
- Applying a Number Format
- Modifying Embedded Excel Data

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

Importing

- Understanding Importing
- Importing Text
- Importing Excel Data + Linked Excel Data
- Importing and Embedding Excel Data

Master Documents

- Creating Master Documents and Subdocuments
- Changing Master Documents Views
- Inserting Subdocuments + Master Documents
- Formatting and Restructuring a Master Document
- Editing and Merging Subdocuments
- Deleting and Unlinking Subdocuments

Tracking Changes

- Understanding Tracking Changes
- Enabling and Disabling Tracked Changes
- Changing Tracking Options
- Showing Revisions in Balloons + Revisions Inline
- Showing and Hiding Revisions
- Showing Specific Types of Revisions
- Showing and Hiding the Reviewing Pane
- Accepting and Rejecting Changes

Protecting Documents

- Making a Document Read-Only
- Working with a Read-Only Document
- Restricting Formatting + Restricted Editing
- Working with Formatting Restrictions
- Making Exceptions
- Stopping Document Protection

Electronic Forms

- Creating a Form
- Understanding Content Controls
- Displaying the Developer Tab
- Inserting Text Controls
- Setting Content Control Properties
- Inserting the Date Picker Control + Prompt Text
- Inserting Formulas + 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

- Setting Macro Security
- Saving a Document as Macro-Enabled
- Recording and Running a Macro
- Assigning a Macro to the Toolbar
- Assigning a Keyboard Shortcut to a Macro
- Editing, Deleting and Copying a Macro
- Creating a MacroButton Field