

Word 2010 - Intermediate

Course Overview

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This course is designed to expand on the skills learned in the Introduction to Word 2010 training. Specifically, this class will focus on advanced table techniques, using Mail Merge, and creating envelopes and labels. You will learn to work with long document functions such as building a table of contents, building an index, using paragraph styles, working with section breaks, using Quick Parts, creating columns, and creating complex headers and footers.



Course Objectives

Advanced Table Techniques, Creating Envelopes and Labels, Mail Merging, Working with Styles, Working with Templates, Using Quick Parts and the Building Block Organizer, Creating a Table of Contents, Creating an Index, Advanced Document Formatting

Other Prerequisites

The recommended pre-requisite for this course is Word 2010 Introduction.

Course Outline

1 Introduction

Introduction

2 Advanced Table Techniques

Splitting and Merging Cells
Spanning Tables Across Pages
Creating Table Headings
Moving and Resizing Tables
Controlling Text Flow Around Tables
Setting Table Properties
Changing Text Alignment
Changing Text Direction
Sorting in a Table
Performing Calculations in a Table
Using Indents and Tabs
Drawing a Table
Creating Nested Tables

3 Creating Envelopes and Labels

Creating an Envelope
Creating a Label

4 Mail Merging

Understanding Mail Merge
Using the Step-By-Step Mail Merge Wizard Task Pane
Previewing Results
Creating a Merge List
Creating Rules
Creating Merged Labels

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5 Working with Styles

- What Are Styles?
- Applying Styles
- Applying Design Themes
- Changing Elements of the Design Theme
- Modifying a Style
- Creating a New Style
- Assigning a Shortcut Key to a Style
- Importing and Exporting Styles

6 Working with Templates

- Creating a Document from a Template
- Creating a New Template
- Locating Saved Templates
- Editing a Template

7 Using Quick Parts and the Building Block Organizer

- Inserting a Cover Page
- Inserting a Watermark
- Inserting an Equation
- Inserting Quick Parts from the Building Block Organizer
- Adding and Inserting AutoText Entries

8 Creating a Table of Contents

- Creating a Table of Contents
- Manually Marking Entries
- Modifying Table of Contents Styles
- Updating the Table of Contents

9 Creating an Index

- Marking Entries for an Index
- Generating an Index
- Updating an Index
- Modifying Index Styles

10 Advanced Document Formatting

- Applying a Page Border
- Using Next Page Section Breaks
- Changing the Orientation of a Single Page
- Creating Newspaper Style Columns
- Creating Headers and Footers for Different Sections

11 Conclusion

- Conclusion