

Course WRD1003: Microsoft Word 2010 – Advanced Level

One Day, Instructor-Led

Pre-requisites

- Word 2010 – Intermediate or Equivalent Experience

Course Outline

Unit 1: Using Mail Merge

- Form Letters
- Data Sources for the Recipient List
- Mailing Labels and Envelopes

Unit 2: Objects and Backgrounds

- Inserting Content from other Applications
- Changing the Document Background

Unit 3: Using Macros

- Recording and Running Macros
- Modifying and Deleting Macros

Unit 4: Working with Forms

- Creating Forms
- Protecting Forms
- Sharing and Securing Documents

Unit 5: Customizing Word

- Customizing the Ribbon
- Customizing the Quick Access Toolbar
- Customizing Keyboard Shortcuts

Unit 6: Long Documents

- Master Documents
- Tables of Contents and Figures
- Indexes, Bibliographies, and other References
- Bookmarks and Cross-References
- Web Frames

Unit 7: XML Features

- Working with XML

Course Inclusions:

- Microsoft Official Curriculum (MOC) and/or Wizards Learning Courseware (WLC)
- Microsoft Certified Trainer (MCT)
- Lunch, AM and PM Snacks
- Certificate of Achievement
- Course Notes