



Microsoft® Office Word 2010: Level 2

Training Course Content

Course Objective: This course is designed for persons who are able to create and modify standard business documents in Microsoft Word 2010, but need to know how to create or modify complex business documents and customized Word efficiency tools

Prerequisites: Students should be able to use Microsoft Word 2010 to create, edit, format, save, and print business documents containing text, tables, and graphics. Students can obtain this level of skill by taking our Word Level 1 training course.

Delivery Method: Instructor-led, group-paced, hands-on classroom-training with activities. Additionally, manuals are provided for each student for after-class reference.

Lesson 1: Managing Lists

Topic 1A: Sort a List

Topic 1B: Renumber a List

Topic 1C: Customize a List

Lesson 2: Customizing Tables and Charts

Topic 2A: Sort Table Data

Topic 2B: Control Cell Layout

Topic 2C: Perform Calculations in a Table

Topic 2D: Create Charts

Lesson 3: Creating Customized Formats with Styles and Themes

Topic 3A: Create or Modify a Text Style

Topic 3B: Create a Custom List or Table Style

Topic 3C: Apply Default and Customized Document Themes

Lesson 4: Modifying Pictures

Topic 4A: Resize a Picture

Topic 4B: Adjust the Picture Appearance

Topic 4C: Wrap Text around a Picture

Topic 4D: Insert and Format Screenshots

Lesson 5: Creating Customized Graphic Elements

Topic 5A: Create Text Boxes and Pull Quotes

Topic 5B: Draw Shapes

Topic 5C: Add WordArt and Other Special Effects to Text

Topic 5D: Create Complex Illustrations with SmartArt

Lesson 6: Inserting Content Using Quick Parts

Topic 6A: Insert Building Blocks

Topic 6B: Create Building Blocks

Topic 6C: Modify Building Blocks

Topic 6D: Insert Fields Using Quick Parts

Lesson 7: Controlling Text Flow

Topic 7A: Control Paragraph Flow

Topic 7B: Insert Columns

Topic 7C: Link Text Boxes to Control Text Flow

Lesson 8: Using Templates to Automate Document Creation

Topic 8A: Create a Document Based on a Template

Topic 8B: Create a Template

Lesson 9: Automating the Mail Merge

Topic 9A: Use the Mail Merge Feature

Topic 9B: Merge Envelopes and Labels

Lesson 10: Using Macros to Automate Tasks

Topic 10A: Automate Tasks Using Macros

Topic 10B: Create a Macro