



Microsoft Word (Advanced) 2010



Topics Covered:

Page Techniques

- ✓ Inserting A Cover Page
- ✓ Inserting A Blank Cover Page
- ✓ Inserting A Watermark
- ✓ Creating A Watermark
- ✓ Removing A Watermark
- ✓ Applying 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 Recipients
- ✓ Filtering Recipients
- ✓ Sorting Recipients
- ✓ Selecting Another Data Source
- ✓ Applying An If...Then...Else... Rule
- ✓ Applying A Fill-In Rule

Text Boxes

- ✓ Understanding Text Boxes
- ✓ Inserting A Preformatted Text Box
- ✓ Typing Text Into A Text Box
- ✓ Positioning A Text Box
- ✓ Resizing A Text Box
- ✓ Deleting A Text Box
- ✓ Drawing A Text Box
- ✓ Formatting A Text Box

SmartArt

- ✓ Understanding SmartArt
- ✓ Inserting A SmartArt Graphic
- ✓ Inserting Text
- ✓ Adding Shapes Below
- ✓ Adding Shapes Above
- ✓ Adding Shapes Before And After
- ✓ Adding An Assistant
- ✓ Promoting And Demoting
- ✓ Switching Right To Left
- ✓ Positioning SmartArt
- ✓ Resizing SmartArt
- ✓ Applying A Different Layout
- ✓ Applying A Colour Scheme
- ✓ Applying A SmartArt Style
- ✓ Deleting SmartArt Shapes

Building Blocks

- ✓ Understanding Building Blocks
- ✓ Inserting A Building Block
- ✓ Creating Building Blocks
- ✓ Saving Building Blocks
- ✓ Inserting Quick Parts
- ✓ Editing Building Blocks
- ✓ Deleting Building Blocks
- ✓ Saving Building Blocks To A Template
- ✓ AutoText Versus Quick Parts

Bookmarks

- ✓ Creating Bookmarks
- ✓ Navigating With Bookmarks
- ✓ Deleting Bookmarks

Table Of Contents

- ✓ Understanding Tables Of Contents
- ✓ Inserting A Built-In Table Of Contents
- ✓ Navigating With A Table Of Contents
- ✓ Updating Page Numbers
- ✓ Updating A Table Of Contents
- ✓ Customising A Table Of Contents
- ✓ 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
- ✓ Inserting A Date And Time Field
- ✓ Updating Fields Automatically When Printing
- ✓ Locking And Unlocking Fields
- ✓ Applying A Number Format

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

Master Documents

- ✓ Understanding Master Documents
- ✓ Creating A Master Document
- ✓ Creating Subdocuments
- ✓ Changing Master Documents Views
- ✓ Inserting Subdocuments
- ✓ Formatting A Master Document
- ✓ Editing Subdocuments
- ✓ Restructuring A Master Document
- ✓ Merging Subdocuments
- ✓ Deleting Subdocuments
- ✓ Unlinking Subdocuments
- ✓ Why Master Documents Are Misunderstood

Tracking Changes

- ✓ Understanding Tracking Changes
- ✓ Enabling And Disabling Tracked Changes
- ✓ Changing Tracking Options
- ✓ Showing Revisions In Balloons
- ✓ Showing Revisions Inline
- ✓ Showing And Hiding Revisions
- ✓ Showing Specific Types Of Revisions
- ✓ Showing And Hiding The Reviewing Pane
 - ✓ Accepting And Rejecting Changes

Protecting Documents

- ✓ Understanding Document Protection
- ✓ Making A Document Read-Only
- ✓ Working With A Read-Only Document
- ✓ Restricting Formatting
- ✓ Working With Formatting Restrictions
- ✓ Restricting Editing
- ✓ Making Exceptions
- ✓ Stopping Document Protection

Electronic Forms

- ✓ Understanding Electronic Forms in Word
- ✓ Creating A Form
- ✓ Understanding Content Controls
- ✓ Displaying The Developer Tab
- ✓ Inserting Text Controls
- ✓ Setting Content Control Properties
- ✓ Inserting The Date Picker Control
- ✓ Inserting Prompt Text
- ✓ Inserting Formulas
- ✓ Inserting 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

- ✓ Understanding Macros In Word
- ✓ Setting Macro Security
- ✓ Saving A Document As Macro-Enabled
- ✓ Recording A Macro
- ✓ Running A Macro
- ✓ Assigning A Macro To The Toolbar
 - ✓ Assigning A Keyboard Shortcut To A Macro
- ✓ Editing A Macro
- ✓ Deleting A Macro
- ✓ Creating A MacroButton Field
- ✓ Copying A Macro
- ✓ Tips For Developing Macros

Importing

- ✓ Understanding Importing
- ✓ Importing Text
- ✓ Importing Excel Data
- ✓ Importing Linked Excel Data
- ✓ Importing and Embedding Excel Data
- ✓ Modifying Embedded Excel Data



Course Details:

Booking Information:

To reserve a place in this course please contact Envisage Training or visit our website to enrol online.

Envisage Training:

- Computer Training
- ICT & Software Applications
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Last Updated: Oct 2010
MSWD03

Duration:

1 Full Day

Who should attend:

Ideal for a person with a basic working knowledge of Microsoft Word, who is seeking to become familiar with the more in depth functions of the software. At the conclusion of this course, participants should have a comprehensive understanding of MS Word and its application.

Course Pre-requisites:

Participants should be familiar with working in a Windows environment and have a sound knowledge of Word.

Related Courses:

Why not extend on what you have learned in this course, and gain the skills needed to unleash the full power of the Microsoft application. Envisage Training's basic, intermediate, and advanced courses will provide you with the training needed to give you every advantage.

➤ Microsoft Office