

Microsoft Word 2010 - Advanced

General Description

Add business diagrams, manage long documents, secure content and automate everyday tasks.

Learning Outcomes

- Insert a cover page, add a watermark and apply a page border
- Save a document as a PDF file and view a PDF file
- Produce customised mail merge results using sorting and filtering techniques
- Insert, modify and format text boxes
- Use SmartArt graphics to create, modify and format an organisation chart
- Create and insert building blocks items to produce documents quickly and easily
- Navigate to specific locations in a document with bookmarks
- Insert, format and update a table of contents
- Mark index entries, use an AutoMark file and generate an index
- Understand, insert and format fields in a document
- Add interactive fields with automatic field activation
- Create a master document, insert subdocuments and build a table of contents
- Enable and disable tracked changes, change tracking options and manage tracked changes
- Make documents read only, restrict formatting, set editing restrictions and apply document passwords
- Create, use and protect an electronic form incorporating content controls, formulas and a combo box
- Set macro security and record, edit and delete a macro
- Embed and link data from Excel worksheets and insert hyperlinks to external data

Duration

One Day

Prerequisite

Intermediate understanding of Microsoft Word

Topics

Page Techniques
Saving to PDF
Mail Merge Techniques
Text Boxes
SmartArt
Building Blocks
Bookmarks
Table of Contents
Indexing
Fields
Interactive Fields
Master Documents
Tracking Changes
Protecting Documents
Electronic Forms
Macros
Importing