

## Microsoft Word 2010 - Intermediate

### General Description

Design and produce longer and more sophisticated documents using headers and footers, styles and section breaks. Enrich documents with shapes, clip art and pictures.

### Learning Outcomes

- Personalise Microsoft Word by setting customised display, file location and save options
- Navigate documents and manage headings with the navigation pane
- Open, arrange and view multiple documents with optional synchronised scrolling
- Indent paragraphs, adjust hyphenation, hide text, insert returns and reveal formatting
- Set and work with various types of tabs, apply tab leaders and remove tabs
- Define and modify bulleted, numbered and multi-level lists
- Produce a table from text, insert table formulas, sort table data and adjust table structures
- Create and insert building blocks items to produce documents quickly and easily
- Format text with built in styles and create character and paragraph custom styles
- Apply built in themes, create custom themes and apply themes to templates
- Use installed templates, create custom templates and copy styles between templates
- Insert next page, continuous, even page and odd page section breaks
- Create, edit and format custom headers and footers
- Preview and complete a mail merge operation
- Insert, resize, position and format pictures
- Add clipart, work with shapes, insert screen clips and create SmartArt graphics
- Create, edit and format WordArt text

### Duration

One Day

### Prerequisite

Basic understanding of Microsoft Word

### Topics

Setting Word Options  
Navigation Pane  
Multiple Documents  
Formatting Techniques  
Tabs  
Lists  
Table Features  
Building Blocks  
Styles  
Themes  
Templates  
Section Breaks  
Headers and Footers  
Mail Merging  
Pictures  
Drawing and Illustrating  
WordArt