

Microsoft Word 2010 Step by Step - Level 3

Introduction

This **one-day** instructor-led course provides students with an overview of the more **advanced** features and functions of Microsoft Word 2010.

Audience Profile

This course is intended for experienced information workers who want to learn **advanced-level** Word 2010 skills.

At Course Completion

After completing this course, students will be able to:

- Add hyperlinks.
- Insert fields.
- Add bookmarks and cross-references.
- Create and modify tables of contents.
- Create and modify indexes.
- Add sources and compile bibliographies.
- Understand mail merge.
- Prepare data sources.
- Prepare main documents.
- Merge main documents and data sources.
- Send personalized e-mail messages to multiple recipients.
- Create and print labels.
- Co-author documents.
- Send documents directly from Word.
- Add and review comments.
- Track and manage document changes.
- Compare and merge documents.
- Password-protect documents.
- Control changes.
- Work with styles and templates.
- Change default program options.
- Customize the ribbon.
- Customize the Quick Access Toolbar.

Pre-requisites

Before attending this course, students must have:

- Basic computer knowledge
- Basic file-management skills
- Basic knowledge of the Word user interface, document creation and enhancement, and page layout

Duration

- 1 day
- Includes lunch, refreshments and manuals

Level: 100

Course Outline

Module 1: Explore More Text Techniques

This module explains how to insert different kinds of hyperlinks and fields, and how to create and modify bookmarks and cross-references.

Lessons

- Adding Hyperlinks
- Inserting Fields
- Adding Bookmarks and Cross-References

Lab : Adding Hyperlinks

- Insert hyperlinks to a document and an e-mail message

Lab : Inserting Fields

- Insert and update fields in a document's footer

Lab : Adding Bookmarks and Cross-References

- Insert a bookmark and a cross-reference

After completing this module, students will be able to:

- Insert hyperlinks to other documents or Web pages.
- Add a field to a document and update it.
- Add bookmarks and cross-references.

Module 2: Use Reference Tools for Longer Documents

This module explains how to create reference tools that help readers find information in longer documents.

Lessons

- Creating and Modifying Tables of Contents
- Creating and Modifying Indexes
- Adding Sources and Compiling Bibliographies

Lab : Creating and Modifying Tables of Contents

- Create, modify, and update a table of contents

Lab : Creating and Modifying Indexes

- Mark index entries; and create an index



Lab : Adding Sources and Compiling Bibliographies

- Enter sources, insert citations, and compile a bibliography

After completing this module, students will be able to:

- Insert a table of contents and keep it up to date.
- Insert index entries and compile an index.
- Maintain a list of sources and compile a bibliography.

Module 3: Work with Mail Merge

This module explains the processes involved in the mail merge feature of Word 2010.

Lessons

- Understanding Mail Merge
- Preparing Data Sources
- Preparing Main Documents
- Merging Main Documents and Data Sources
- Sending Personalized E-Mail Messages to Multiple Recipients
- Creating and Printing Labels

Lab : Preparing Data Sources

- Specify and prepare the data source

Lab : Preparing Main Documents

- Add merge fields to a form letter

Lab : Merging Main Documents and Data Sources

- Preview and merge to a document

Lab : Sending Personalized E-Mail Messages to Multiple Recipients

- Merge a form message and new data source

Lab : Creating and Printing Labels

- Set up and merge mailing labels

After completing this module, students will be able to:

- Select or create data sources that are suitable for mail merge.
- Insert mail merge fields in form documents.
- Create printed merge documents or save them in a file.
- Send form e-mail messages with personalized information.
- Create and print labels for many different purposes.

Module 4: Collaborate on Documents

This module explains how to collaborate with others on a document, protect a document from unwanted changes, and use the document workspaces.

Lessons

- Coauthoring Documents
- Sending Documents Directly from Word
- Adding and Reviewing Comments
- Tracking and Managing Document Changes
- Comparing and Merging Documents
- Password-Protecting Documents
- Controlling Changes

Lab : Sending Documents Directly from Word

- Attach documents to an e-mail message

Lab : Adding and Reviewing Comments

- Review, add, delete, and hide comments

Lab : Tracking and Managing Document Changes

- Track changes in a document; then accept and reject changes

Lab : Comparing and Merging Documents

- Merge versions of a document

Lab : Password-Protecting Documents

- Set an unencrypted password and an encrypted password

Lab : Controlling Changes

- Impose editing and formatting restrictions

After completing this module, students will be able to:

- Send a document via e-mail from with Word.
- Use comments to annotate a document without disturbing its text.
- Keep track of who changes what in a document.
- Compare and merge different versions of the same document.
- Control access to a document by assigning a password.
- Control who can change what in a document.
- Collaborate in a document workspace.



Module 5: Work in Word More Efficiently

This module explains how to create templates and styles, and how to customize Word 2010 to best fit your needs.

Lessons

- Working with Styles and Templates
- Changing Default Program Options
- Customizing the Ribbon
- Customizing the Quick Access Toolbar

Lab : Working with Styles and Templates

- Create templates and styles

Lab : Changing Default Program Options

- Explore the Word Options dialog box

Lab : Customizing the Ribbon

- Experiment with ribbon customizations, including custom groups and tabs

Lab : Customizing the Quick Access Toolbar

- Add two buttons to the Quick Access Toolbar, and then test them

After completing this module, students will be able to:

- Create custom templates based on predefined Word templates and existing documents.
- Tailor the Word program to best suit their needs.
- Modify the ribbon to display the most frequently used groups and commands.
- Add buttons to the Quick Access Toolbar for all documents or for a specific document.