Microsoft Word 2010 Advanced

Duration: **2 Days**   **Course Code:** **WRD10ADV**

This course is designed for experienced Word 2010 users with a focus on working with large documents, online documents and creating and working with Templates.

Learning Outcomes

By the end of this course students will be able to work with and navigate large documents efficiently applying many time saving and advanced features.

Prerequisites

This course is designed for students with solid Word 2010 Introductory and Intermediate knowledge. Highly suggest previous course first.

Long Document Options

- Using Text Flow Options
- Setting up Word Options
- Configuring Spelling Settings
- Auto-Recover Options
- Paste Options
- More Smart Tag Features
- Using the Document Map

Building Blocks

- Using Building Blocks
- Customising a Building Block
- The Building Blocks Organiser
- AutoText Building Blocks

Setting Document Properties

- Modifying Document Properties
- Viewing/Editing Properties

Using Bookmarks

- Creating/Deleting Bookmarks
- Navigating with Bookmarks
- Using Bookmarks for Cross Referencing

Using Field Codes

- Inserting Field Codes
- Field Code Options and Switches
- Entering Fields Manually
- Using Fill-In Fields
- Date and Time Fields
- Using Ask Fields
- Including Text from Other Documents

Working with Form Fields

- Using Online forms
- Creating Forms
- Content Controls in Word 2010
- Using Legacy Tools

- Text Controls and Text Form Fields
- Combo Boxes and Drop Down List Controls
- Date Picker Control
- Filling in a Form
- Saving a Form as a Template

Hyperlinking Options

- Creating Hyperlinks
- Hyperlink Options (file, email, web)
- Modifying Links

Creating a Table of Contents

- Creating a TOC
- Understanding the TOC Hierarchy
- Formatting the Appearance
- The Table of Contents Fields
- Inserting TC Fields
- Using TC Fields

Creating an Index

- Creating Main Entries
- Creating Index Sub Entries
- Typing Index Entries
- Cross Referencing Index Entries
- Generating an Index
- Viewing the Index Codes
- Updating/Refreshing an Index
- Using a Concordance File

Reference Documents

- Creating a TOC/Index from External Documents
- Using Chapter Numbers in Page Numbers
- Chapter Numbering Tips

Footnotes and Endnotes

- Inserting Notes
- Working with Different Views
- Viewing/Editing/Deleting Notes

Master/Sub Documents

- Creating Master Documents
- Inserting Sub Documents
- Collapsing/Expanding Subdocuments
- Editing/Opening Subdocuments

Tracking Changes

- Disabling Track Changes
- Marking Document Modifications
- Setting Track Changes Options
- Routing Documents for Review
- Reviewing Tracked Changes

- Using the Review Pane
- Print Tracked Changes
- Printing Mark-ups Separately

Working More with Templates

- Setting up Templates
- Creating Styles for Standard Formatting
- Protecting the Document for Formatting Edits
- Adding Bookmarks for Automation
- Saving Templates
- Template Save Locations

AutoText Entries

- Using AutoText to Store Data
- Creating/Inserting AutoText Entries
- Managing AutoText Entries

Creating Macros

- Recording a Macro
- Running a Saved Macro
- Editing Macros
- Adding a Macro to a Toolbar
- Organising Macro Projects

Creating a Simple Dialog Box

- Creating Dialog Box Style Forms
- Inserting Form Controls
- Creating Labels and Text Boxes
- Inserting Check Boxes
- Creating Option Buttons
- Inserting Images
- Combo and List Boxes
- Creating Command Buttons
- Aligning Controls
- Formatting Controls
- Setting Control Properties
- Displaying a Custom Dialog Box
- Creating Auto Run Macros

Writing VBA

- Adding VBA Code to process Dialog Box Information
- Writing a Macro to Show the Dialog Box