

This practical hands-on course is designed for experienced users of Word 2010. It builds on existing documents to improve user productivity in formatting and managing multi-page documents such as letters, faxes, minutes, newsletters and reports.

Learning Outcomes

By the end of this course students will be able to work effectively with a variety of file formats, use bulleted and numbered lists with ease, set paragraph formatting options, work with breaks, add headers and footers, insert symbols and many timesaving features as well as work with themes, templates and performing a mail merge.

Prerequisites

This course is designed for students who have completed our Word 2010 Essentials course or equivalent.

Understanding File Formats

- Working with Different File Formats
- Saving using Compatibility Mode
- Creating PDF or XPS Documents
- Password Protecting Files
- Using Auto Recovery
- Changing Compatibility Options
- The Compatibility Checker

Working with Bullets and Numbering

- Types of Lists
- Creating Bulleted and Numbered Lists
- Creating a Multi-Level List
- Using Indent Commands
- Formatting a Bulleted or Numbered List
- Restarting or Continuing a Bulleted or Numbered List
- Stopping Bullets/Numbering

Paragraph Formatting

- Working with Alignment Options
- Creating Indents
- Applying Paragraph Spacing
- Setting Paragraph Defaults
- Sorting Text and Numbers

Page Layout Options

- Controlling Page Breaks
- Using Section Breaks
- Using Line breaks
- Page and Line Break Options
- Working with Columns
- Inserting Column Breaks

Working with Page Settings

- Creating a Blank Page
- Changing Page Colours
- Adding a Page Background
- Inserting a Page Border
- Creating a Cover page

Headers and Footers

- Using Pre-set Headers and Footers
- Inserting a Custom Header and Footer
- Removing a Header/Footer
- Adding to the Header/Footer Gallery
- Navigating around Headers and Footers

Header/Footer Design Tools

- Aligning Text
- Adding Graphics and Logos
- Inserting Date/Time Details
- Positioning Header/Footers

Adding HyperLinks

- Inserting/Editing Hyperlinks
- Following Hyperlinks
- Removing/Changing Links

Page Numbering Options

- Inserting Page Numbers
- Editing Page Numbering
- Formatting Numbering Options
- Removing Page Numbering

Time Saving Features

- Inserting Auto-Text
- Customising Auto-Text
- Inserting the Date/Time
- Inserting Symbols
- Inserting Special Characters
- Adding a Signature Line

Using Smart Tags

- Enabling Smart Tag Functionality
- Types of Smart Tags
- Making Smart Tags Appear
- Smart Tag Options

Document Consistency

- Using Themes and Colour Schemes
- Applying Font Schemes
- Adding Effects

Mail Merge

- Types of Mail Merges
- Creating a Mail Merge
- Selecting a Record Source
- Previewing the Result
- Completing the Merge

Working with Templates

- Creating and Saving Templates
- Using Templates to Save Time

