Microsoft Access 2010
Level 3

Length: 1 Day
Technology: MS Word 2010
Delivery Method: Instructor-led (classroom)

About this Course

This one-day instructor-led course provides students with an overview of the more complex 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.
- ✓ Customize the ribbon.
- ✓ Change default program options.
- ✓ Customize the Quick Access Toolbar.

Course Details

- ✓ **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.

- ✓ **Module 2: Use Reference Tools for Longer Documents**

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

- ✓ **Module 3: Work with Mail Merge**

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

- ✓ **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.

- ✓ **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.

Prerequisites

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.

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